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Davidson County Community College

1971/1972



general catalog
1971 - 1972



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Davidson County Community College
P. O. Box 1287
Lexington, North Carolina 27292

Accredited by

Southern Association of Colleges and Schools

Approved by

The North Carolina State Board of Education
American Association of Junior Colleges
North Carolina Association of Colleges and Universities

VISITORS

Visitors to the College are welcome. The College offices are open daily during the hours of eight a.m. and four-thirty p.m.; the information office is open on Saturday between the hours of eight-thirty a.m. and twelve o'clock noon. During the time offices are closed, personnel of the College are available for interviews by appointment. Appointments may be made by calling the College at 249-8186 in Lexington and 475-1915 in Thomasville or High Point. The information office is open each evening from four-thirty to ten p.m. Classes are scheduled during the day and the evening.

**DAVIDSON COUNTY
COMMUNITY COLLEGE**



GENERAL CATALOG 1971-1972

ACADEMIC CALENDAR 1971-72

FALL QUARTER 1971

August	30-31 (Monday-Tuesday)	Faculty Orientation
September	3 (Friday)	Orientation of new students
September	6 (Monday)	Labor Day holiday
September	7 (Tuesday)	Advisement of new students
September	8 (Wednesday)	Advisement and registration of returning and evening students
September	9 (Thursday)	Registration of new students
September	13 (Monday)	Classes begin
September	17 (Friday)	Last date to enter class, classes must be met on this date
September	22 (Wednesday)	Last date for refund
September	24 (Friday)	Last date to drop a course without academic penalty
November	1-5 (Monday-Friday)	Pre-registration for Winter Quarter
November	19 (Friday)	Last day of classes
November	22-24 (Monday-Wednesday)	Final examinations

WINTER QUARTER 1971-72

November	30 (Tuesday)	Registration for Winter Quarter
December	1 (Wednesday)	Registration for Winter Quarter
December	2 (Thursday)	Classes begin
December	8 (Wednesday)	Last date to enter class, classes must be met on this date
December	10 (Friday)	Last date for refund
December	15 (Wednesday)	Last date to drop a course without academic penalty
December	17 (Friday)	Last day of classes before Christmas holidays
December	18	
January	2 (Saturday-Sunday)	Christmas holidays
January	3 (Monday)	Classes resume
January	31	
February	4 (Monday-Friday)	Pre-registration for Spring Quarter
February	11 (Friday)	Last date to file "Intent to Graduate" form for Spring graduation, form must be filed with the Registrar's office
February	23 (Wednesday)	Last day of classes
February	24 (Thursday)	Reading day
February	25-29 (Friday-Tuesday)	Final examinations

SPRING QUARTER 1972

March	2-3 (Thursday-Friday)	Registration for Spring Quarter
March	6 (Monday)	Classes begin
March	10 (Friday)	Last date to enter class, classes must be met on this date
March	15 (Wednesday)	Last date for refund

March	17 (Friday)	Last date to drop a course without academic penalty
March	30	
April	5 (Thursday-Wednesday)	Easter holidays
April	6 (Thursday)	Classes resume
May	1-5 (Monday-Friday)	Pre-registration for Summer Quarter and Fall Quarter
May	5 (Friday)	Last date to file "Intent to Graduate" form for Summer graduation, form must be filed with the Registrar's office
May	19 (Friday)	Last day of classes
May	22-24 (Monday-Wednesday)	Final examinations
May	26 (Friday)	Commencement

FOR 1971-72 ACADEMIC YEAR
FULL SUMMER SESSION FOR VOCATIONAL STUDENTS 1972

June	5 (Monday)	Registration
June	6 (Tuesday)	Classes begin
June	12 (Monday)	Last date to enter class, classes must be met on this date
June	15 (Thursday)	Last date for refund
June	19 (Monday)	Last date to drop a course without academic penalty
July	3 (Monday)	Holiday (no classes)
August	8-9 (Tuesday-Wednesday)	Final examinations; end of summer session
August	11 (Friday)	Commencement

FIRST SUMMER SESSION 1972

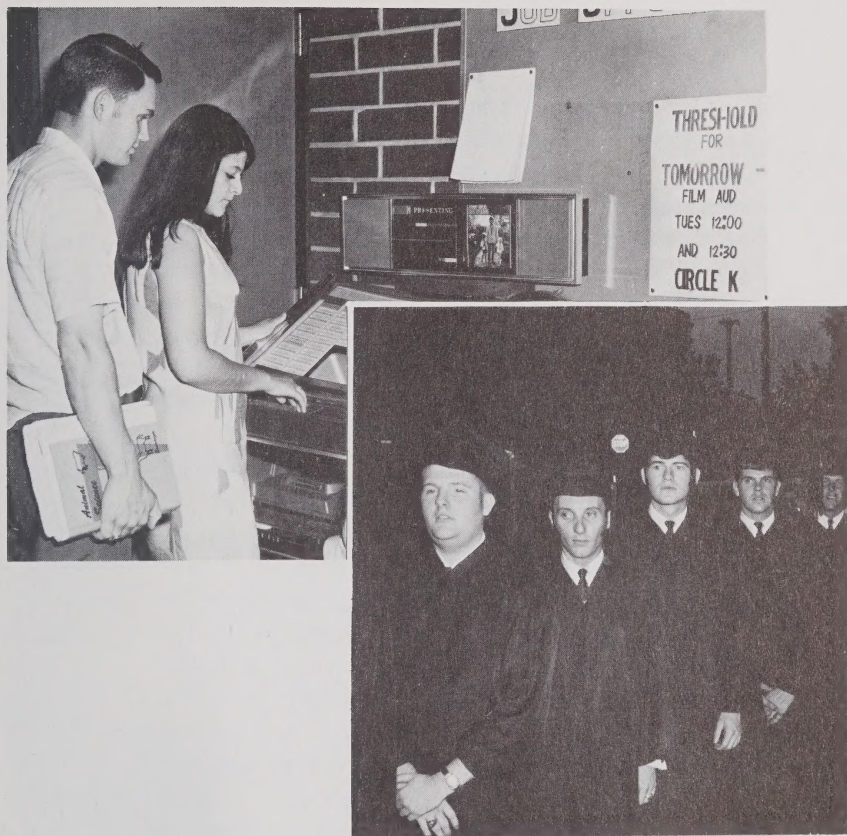
June	5 (Monday)	Registration for first session
June	6 (Tuesday)	Classes begin
June	8 (Thursday)	Last date to enter class, classes must be met on this date
June	9 (Friday)	Last date for refund
June	12 (Monday)	Last date to drop a course without academic penalty
July	3 (Monday)	Holiday; no classes
July	6-7 (Thursday-Friday)	Final examinations; end of first session

SECOND SUMMER SESSION 1972

July	10 (Monday)	Registration for second session
July	11 (Tuesday)	Classes begin
July	13 (Thursday)	Last date to enter class; classes must be met on this date
July	14 (Friday)	Last date to drop a course without academic penalty and last date for refund
August	8-9 (Tuesday-Wednesday)	Final examinations; end of second session
August	11 (Friday)	Commencement

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THEME

The individual student within and without the classroom . . . enjoying, probing, thinking, absorbing . . . must be challenged to live in a rapidly changing society. The educational experience at Davidson County Community College is designed for innovative changes that have proved productive and meaningful for today's world. In keeping with this objective, Davidson County Community College offers programs of instruction to meet the needs of a populous Piedmont North Carolina.

The 1971-72 catalog presents the concept of a college reaching out to meet the needs of this community as the College continues to recognize the importance of the citizens it serves.

Our reason for existing as a comprehensive community college, then, is to serve better the needs of our people. In all areas of instruction, the goal is "Excellence in Education." Through our comprehensive programs, we can better reach this public to whom the College is dedicated. Involvement in the learning process benefits all. This is the experience at Davidson County Community College.

EXCELLENCE IN EDUCATION





STATEMENT OF PURPOSE

The purpose of Davidson County Community College is to offer educational opportunities at minimal cost to students varying greatly in interests, aptitudes, talents, needs, and goals. Specific objectives intended to uphold this purpose are:

EDUCATIONAL:

To provide two years of transferable college credit courses designed to develop logical, creative, and objective thinking, and to stimulate intellectual curiosity;

To provide two-year technical programs to prepare students to gain occupational competency as technical personnel in agriculture, business, government, health, or industry;

To provide one, two, and three-year vocational programs designed to prepare students as journeymen or craftsmen;

To provide pre-curricular courses for students whose educational background would indicate the likelihood of difficulty with the course work in their selected curricula;

To provide programs of continuing education for adults who need or desire (1) to improve basic educational skills, (2) to complete the high school requirements, (3) to train or retrain in order to increase occupational competency, or (4) to pursue personal interest courses.

CIVIC:

To provide student leaders with assistance and opportunities to develop student organizations that will stimulate intelligent interest in the processes of self-government, and in the development of responsible citizenship;

To provide services to guide individuals in the exercise of self-direction in personal planning and in the solution of problems.

CULTURAL:

To provide opportunities to cultivate the knowledge and appreciation of and to encourage active participation in the arts and sciences.

PHYSICAL:

To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health, and to stimulate interest in recreation and good sportsmanship.

SOCIAL:

To provide student leaders with assistance and opportunities to develop and implement extracurricular activities for the development and enrichment of the student's social life.

EXCELLENCE IN EDUCATION



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GENERAL INFORMATION



GENERAL INFORMATION

Effective effort on the part of many citizens of North Carolina brought about the development and establishment of the movement to create a state-wide system of industrial education centers to educate youth and adults in technical skills and knowledge.

The Davidson County Industrial Education Center was chartered April 3, 1958, under the Community College Act of 1957. By 1960 discussion had reached the planning stage. The Chamber of Commerce of both Lexington and Thomasville, along with leaders in county-wide industries, pledged \$150,000 toward construction costs for the proposed Center. On April 6, 1960, the Davidson County Commissioners made provision to secure the additional amount of \$300,000 for land and plant facilities.

A twenty-two acre site, halfway between Lexington and Thomasville, was purchased in late 1961. Mr. William T. Sinclair was appointed Director of the Center and two years later, on August 5, 1963, the new Center opened its doors to the first students.

The untiring efforts of the leaders of the community resulted in the approval of a tax levy to support the institution as a community college. On February 4, 1965, under Chapter 115A, General Statutes of North Carolina, the institution was chartered as Davidson County Community College.

The College is governed by a twelve-member Board of Trustees from this county who give freely of their time and efforts for the operation of the institution.

Today the College is a co-educational institution offering a two-year college transfer program, technical and vocational programs, and general adult and extension courses. The College is accredited by the Southern Association of Colleges and Schools and the American Association of Junior Colleges. Credits from this institution are transferable to four-year colleges.

The 80-acre campus represents a total investment of more than 2¼ million dollars. The College operates on the quarter system, with over 1,200 students enrolled and with a faculty and staff of ninety-nine.

An additional 3,000 persons are enrolled in general adult and extension classes. Instruction in the various programs runs from 8:00 a.m. to 10:00 p.m.

A unique feature of the comprehensive community college is the fact that adults who cannot read or write may enroll in Adult Basic Education, move through the high school diploma program, and complete two years of college. Another attractive feature is the economic means of furthering one's education. Tuition costs approximately \$45.00 per quarter. Scholarships, student grants, and loans are available for students who need financial assistance.

The College operates under the "Open Door" policy — an effort to provide all students the opportunity to better develop their talents and skills. The programs of the College are designed to better train and prepare the individual to assume his role in our society.

ACCREDITATION

All academic, technical, and vocational courses of instruction at Davidson County Community College are accredited by the Southern Association of Colleges and Schools and by the North Carolina State Board of Education.

The College is a member in good standing of the American Association of Junior Colleges, the American Library Association, and the North Carolina Association of Colleges and Universities.

DEGREES AND DIPLOMAS OFFERED*

The following degrees and diplomas are offered upon satisfactory completion of a prescribed program:

I. ASSOCIATE IN ARTS
Liberal Arts

II. ASSOCIATE IN SCIENCE
Pre-Professional

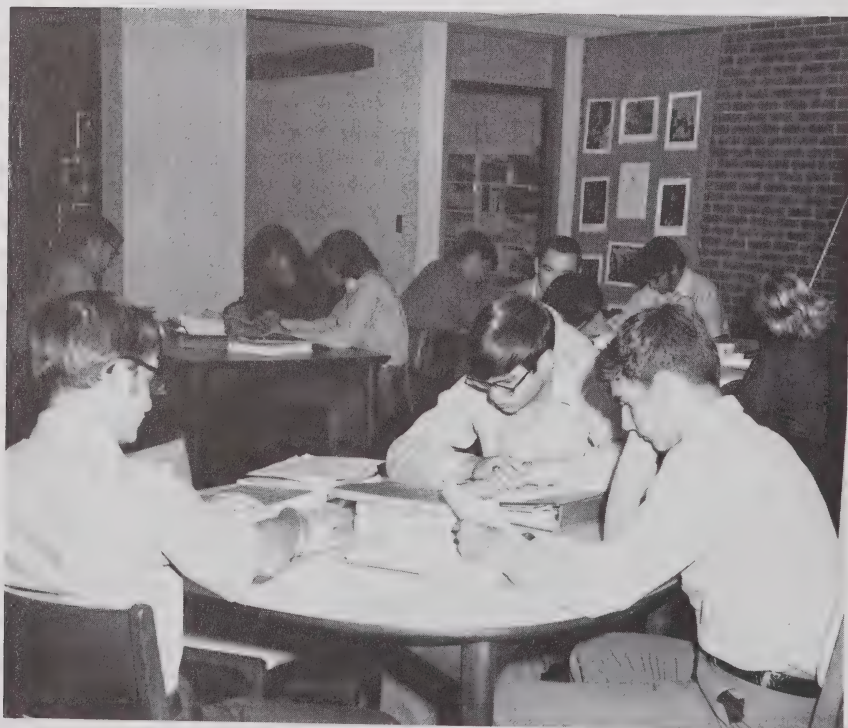
**Other programs will be offered upon demand and are subject to the approval of the State Board of Education.*

III. ASSOCIATE IN APPLIED SCIENCE

- Accounting
- Agricultural Business
- Business Administration
- Electrical Technology
- Executive Secretarial
- Journalism
- Mechanical Technology
- Nursing Education (RN)
- Police Science and Criminology
- Soil and Water Conservation

IV. DIPLOMA PROGRAMS

- Automotive Body Repair
- Auto Mechanics
- Machinist Trade
- Mechanical Drafting
- Radio-Television Servicing
- Welding



ADMISSION REQUIREMENTS AND PROCEDURES

For All Curricular Programs

(College Transfer, Technical and Vocational)

All prospective students should complete admission procedures approximately one to twelve months prior to their expected enrollment at Davidson County Community College.

Since Davidson County Community College operates under an "Open Door" admission policy, the college does not impose restrictive standards for admission. Occupational programs, college transfer curricula, and adult education are offered to all persons 18 years of age and older, who are not enrolled in high school and who are able to profit from the instruction.

Admission to a specific course of study is based upon guidelines developed to help the student determine his chances for success in that course of study. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. Should a student desire a course of study but not have the appropriate educational background, developmental studies are available to prepare him for admission to the desired program. (See **Preparatory Studies program on page 43**).

The admission procedure is essentially the same for all students applying for college transfer curricula and occupational programs; however, an abbreviated procedure has been developed for **Special Students** and for those applying for admission to the **Continuing Education Classes**. The steps in the normal admission process are briefly outlined below:

ADMISSION PROCEDURES FOR ALL CURRICULAR PROGRAMS

(College Transfer, Technical and Vocational)

1. The college welcomes the opportunity to have a personal **interview** with each prospective student at his convenience. The offices are open until 4:30 p.m. weekdays. Interested persons may pick up a catalog and application kit during his visit or write or telephone requests for these materials.

2. Complete in detail the **Student Application Form** (Form A-1) and return it to the Director of Admissions with a \$5.00 application fee. The application fee is non-refundable, but will be applied toward the general fees at the time of first enrollment.

3. The applicant should have his high school counselor or principal complete and mail the **Secondary School Record** (Form A-2) to the Director of Admissions. In addition to being responsible for having the Secondary School Record sent the applicant will also need to remind his counselor to send his **final grades** to the College upon graduation from high school.

4. High school graduation or the equivalent is required for admission to all college transfer and technical programs. If the applicant has completed high school other than through an accredited secondary school, he should furnish the College with an official record.

5. Request that any previously attended college, university, technical institute, or institution of higher education furnish the College with a complete **transcript** of work completed.

6. See that the **Medical Form** (Form A-3) is properly completed and returned to the College. Part 1 should be completed by the applicant. Part II should be completed by a physician. Be sure that all forms are signed. If the applicant is under 21 years old, a parent or guardian should also sign.

7. Information in regard to any type of **financial aid** should be requested from the College. In making inquiry about the possibility of financial aid, a letter giving fairly complete information about the needs and qualifications should be addressed to the Financial Aid Officer. The applicant will be provided with the necessary forms upon request.

8. If the applicant plans to enter College as a **special** (transient or visiting) **student**, not working toward a diploma or degree here, he may request a special application form.

9. Report to **orientation, pre-registration and registration** as scheduled by the College calendar.

10. After the College has received all necessary data the Dean of Students will set up an appointment for the student with his college counselor who will assist him in evaluating his educational and vocational objectives. He will notify the applicant by letter when to come in for this **interview**.



TEST REQUIRED

All prospective students for all programs are required to take the Comparative Guidance and Placement Test (**CGP**). After the applicant receives his acceptance letter, the counselor will write and notify the applicant when to report to the College to take the CGP test. In addition, all candidates to the Technical and Vocational programs are required to take the General Aptitude Test Battery (**GATB**) before being officially accepted. He should check with the Employment Office nearest him and find out what time this test is being given and plan to take it at that time. Upon request, the test results will be mailed.

To avoid delay in completion of the application procedure, the applicant should follow instructions carefully. All forms and correspondence should be addressed to:

Director of Admissions
Davidson County Community College
P. O. Box 1287
Lexington, North Carolina 27292

SPECIAL STUDENTS

A **special** student is defined as one who is enrolled in curricular credit courses, but who is not working toward a degree or diploma. A special student must be 18 years of age or older, must not be enrolled in a high school, and must complete the **Special Student Application** available from the College Director of Admissions.

ADULT EDUCATION AND EXTENSION STUDENTS

Admission to Adult Education and non-credit Extension courses requires that the student be at least 18 years old, that he not be enrolled in a high school, and that he complete the special registration forms available from the **Director of Adult Education**.

TUITION AND FEES

Since the school receives financial support from local, state, and federal sources, tuition is kept at a minimum. Tuition charges are set by the State Board of Education and are subject to change without notice. The tuition schedule is as follows:

Tuition and Fees for Students Enrolled in College Transfer Curricula

Resident (14 quarter hours or more)	\$ 42.00 per quarter
Non-Resident (14 quarter hours or more)	\$105.00 per quarter
Resident (less than 14 quarter hours)	\$ 2.50 per quarter hour
Non-Resident (less than 14 quarter hours)	\$ 7.50 per quarter hour
*Insurance (annual)	\$ 3.00
†*Activity Fee	\$ 28.00 per year
Late Registration Fee	\$ 5.00

*Non-refundable

†Applicable to students carrying twelve or more credit hours

Tuition and Fees for Students Enrolled in Technical and Vocational Curricula

Resident (13 quarter hours or more)	\$ 32.00 per quarter
Non-Resident (13 quarter hours or more)	\$ 80.00 per quarter
Resident (less than 13 quarter hours)	\$ 2.50 per quarter hour
Non-Resident (less than 13 quarter hours)	\$ 6.25 per quarter hour
*Insurance (annual)	\$ 3.00
†*Activity Fee	\$ 28.00 per year
Late Registration Fee	\$ 5.00

*Non-refundable

†Applicable to students carrying twelve or more credit hours

REFUND POLICY

Tuition refunds shall not be made unless the student is compelled to withdraw. In such cases, two-thirds of the tuition paid may be refunded if the student withdraws within ten calendar days after the beginning of the quarter. No refund may be given after ten days.

No refund shall be made to students enrolled in short term, non-credit classes, nor shall the insurance fee be refunded. In any event, no refund shall be made for any amount less than five dollars (\$5.00).

STUDENT ACTIVITY FEE

The student activity fee for each student carrying twelve or more quarter hours of course work is \$28.00 per year. Students carrying less than twelve quarter hours of course work may elect to pay the student activity fees is supervised by the Business Office of the College in cooperation with the Student Government Association, which determines how the income is spent.

TEXTBOOKS AND SUPPLIES

Costs of textbooks and supplies are additional expenses for which the student should plan. These expenses vary according to the program of study but average about \$45.00 per quarter. These items may be purchased from the college bookstore.

ESTABLISHMENT OF RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person twenty-one years of age or older is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least six months immediately preceding the date of his first enrollment in an institution of higher education in this state. The legal residence of a person under twenty-one years of age at the time of his first enrollment in an institution of higher education in this state is that of his parents, surviving parent, or legal guardian. If the parents are divorced or legally separated, the legal residence of the father will be considered the residence of the student unless custody of the minor has been awarded by court order to the mother or to a legal guardian other than a parent.

Students who are in doubt as to their status as resident should request clarification by writing to or by consulting the Business Manager before registration.



ACADEMIC REGULATIONS

COURSE LOAD FOR NON-VETERANS

A student who carries 12 or more quarter-hours of course work is considered a full-time student; however, 16 to 18 quarter hours will usually constitute the normal load a student is expected to carry each quarter in order to maintain satisfactory progress toward a degree or diploma. Except for students enrolled in certain vocational and technical curricula, no student may carry in excess of 18 credit hours without permission of the Dean of Instruction.

Students who work more than 15 hours per week should reduce their course loads accordingly. The beginning student who has full-time employment is urged to limit his course work to 10 quarter hours until he has demonstrated his ability to carry a heavier load.

College transfer students enrolled in summer school may not carry a course load of more than ten (10) quarter hours without special permission from the Dean of Instruction.

COURSE LOAD FOR VETERANS

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Veterans enrolled in the college transfer and technical divisions under the G. I. Bill are required to carry at least 12 quarter hours of course work each quarter in order to receive full benefits. Rulings by the Veterans Administration also require that students in the vocational division be in school at least 30 clock hours each week of which 27½ hours must be actual class hours.

The contact hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalog in order to broaden their training.

When in any quarter the total weekly contact hours listed in a vocational program are fewer than those required for full subsistence under the G. I. Bill, a student may enroll on request for additional instructional hours deemed by the institution to be consistent with the program and appropriate to the student to make up the required hours of classroom instruction.

STUDENT CLASSIFICATION

Full-time: A student who is enrolled for 12 or more quarter hours of course work.

Part-time: A student who is enrolled for less than 12 quarter hours of course work.

Freshman: A student enrolled in a one-year vocational program; or, a student in a technical curriculum with fewer than 50 quarter hours; or, a student in a college transfer curriculum who has earned fewer than 48 quarter hours of credit.

Sophomore: A student who has earned 48 quarter hours of credit in a college transfer curriculum or 50 quarter hours in a technical curriculum.

ACADEMIC PROBATION

Each student at Davidson County Community College is expected to maintain satisfactory progress toward a degree or diploma. At the end of each quarter a student's grade point average for that quarter and his cumulative grade point average are examined. Minimum cumulative grade point averages for remaining in good standing are as follows:

Attempted Credit Hours	Diploma Program (Grade Point Average)	Degree Program (Grade Point Average)
3 - 31	1.60	1.50
32 - 47	1.75	1.50
48 - 63	1.90	1.75
64 - 79*	2.00	1.85
80 - 95		1.95
96 - 113		2.00

Any student who falls below these minimum requirements will be placed on probation. When a student is placed on probation, he is so notified in writing by the Dean of Student Affairs. A student on academic probation is required to schedule a conference with a guidance counselor after he is so notified about his probational status. The guidance counselor will assist the student in identifying his academic problems and may help the student to explore alternative programs for which he is better qualified. Any curricular student on probation who fails to make satisfactory improvement in his grade point average during the quarter he is on probation will not be allowed to continue in his program without special permission from the Dean of Student Affairs.

*See *Graduation Requirements*.

ATTENDANCE REGULATION

Students are expected to be in class on time and are expected to attend all classes, laboratory periods, and shop sessions.

Each student has the full responsibility for accounting to his instructor for any class missed. The instructor determines if the work missed can be made up.

The student should see the instructor at the earliest possible time upon returning to school if he desires to make up any work missed. However, students who can anticipate absences should contact their instructor prior to the absence if at all possible.

The instructor may drop a student from his class when in his opinion the student's absences are "excessive." However, if a student misses five consecutive classes without notifying the instructor, the instructor must drop the student from his class roll by initiating a drop/add form.

Any student dissatisfied with his instructor's decision to drop him from class may have his case reviewed by an appeal committee composed of the Dean of Instruction and the Associate Deans of the College. In appeals cases the decisions of the committee will be final.



TRANSFER STUDENTS

Transfer students are admitted from other colleges and universities. However, transfer students whose status with the institution last attended is other than "good standing" or whose cumulative grade average is below "C" will be considered for admission on an individual basis.

Davidson County Community College normally does not accept for credit a grade of "D" earned by a student at another institution; however, transfer students may be given credit for a sequence course taken at another institution if the student's overall average on the sequence course is at least a "C". When credit is allowed for a "C" average in a sequence course taken at another institution, the student should understand that this credit allowance is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.

- (1) Transfer students must file a completed application form for admission.
- (2) Transfer students must furnish a transcript of **all** previous academic work in colleges and/or institutions attended.

In general, course credits earned at other institutions in pursuit of the **baccalaureate degree** may be accepted by all divisions of the College; course credits earned at other institutions which are equivalent in level, depth, and content to courses offered in the **Technical Division** may be accepted by both the Technical and Vocational Divisions; course credits which are equivalent to those of the **Vocational Division** may be accepted only by that division of the College.

The student transferring to Davidson County Community College must be a resident a minimum of two quarters and carry at least 12 credit hours each quarter in order to be eligible to graduate.

USAFI CREDITS

College-level courses taken at accredited institutions under the USAFI Program and college-level examination program (CLEP) scores for military personnel will be considered for transfer when an acceptable grade has been made according to standards recommended by the American Council on Education. Only the course number and credit hours will be recorded on the permanent record.

SPECIAL EXAMINATION FOR CREDIT

A student who can document or demonstrate abilities in a subject area may request a special examination in that subject in order to accelerate his studies. Students who have completed work at a technical institution may request examination in college transfer courses for which their previous training might qualify them. College transfer students may also request examinations for subjects in the technical field. To obtain special examinations the students should follow the steps given below:

1. Present to the Registrar evidence of any prior course work or achievement examination, and file a Request for Special Examination form. No special examination may be taken on a course which a student has audited at Davidson County Community College. The Registrar will confer with the appropriate Associate Dean and Department Head. Upon their consensus, the date of the examination will be set.

2. The student should confer with the Department Head in which the subject is offered, giving evidence of adequate preparation for the examination, including discussion with the Department Head of any reading material or other resources. Special examination will be given only during examination periods.

3. Only the course number and number of hours credit will be entered on the student's record.

4. A maximum of 20 quarter hours may be earned by special examination.

5. The examination shall be administered by the Department Head during the regular examination period, and shall be read by at least two members of the department. Results shall be reported by the Department Head to the Registrar by the last day of the examination period.

REPEATING COURSES

A student who repeats a course previously taken (passed or failed) will have both grades counted in his accumulated grade point average. If he passes the course both times, the credit of the course will be counted only once toward the required number of credits for graduation.

REGISTRATION

Each student is expected to matriculate according to schedule. In cases where it is a necessity to register late, a \$5 fee will be assessed. All new students registering for the fall quarter are required to attend the orientation program as scheduled in the college catalog.



WITHDRAWAL PROCEDURE

To officially withdraw from a course, or from college, the student must use the following procedure:

(1) Obtain the "schedule change" form from the office of the Registrar. However, if the student plans to officially withdraw from college anytime during the quarter, it will also be necessary for him to pick up and fill out the withdrawal form.

(2) Complete the withdrawal form according to outlined procedures printed on the form and secure all signatures.

A course dropped within the first five days of the quarter will not be recorded on the student's permanent record.

A student who withdraws from a course after the first five calendar days of the quarter and before the last ten days from the end of the quarter will receive a grade of "WP" provided that he is doing satisfactory work at the time he withdraws.

A student who withdraws from a course within ten calendar days of the end of the quarter for reasons other than those of a medical or emergency nature will automatically receive a grade of "WF" regardless of his standing in the course.

A student who withdraws from a course at **any** time for reasons other than those of a medical or emergency nature and who **does not** follow the procedures outlined in 1 and 2 above will automatically receive a grade of "WF" (withdrawn from course failing) regardless of his academic standing.

AUDITING COURSE

Students who wish to audit courses must register for such courses. Auditors receive no credit and are encouraged, but not required, to attend class, to participate in discussions and to take examinations. Fees for auditors are the same as for regular students.

GRADE POINT AVERAGE

The Grade Point Average (GPA) is obtained by dividing the total number of quality points earned at Davidson County Community College by the number of quarter hours attempted (passed and failed).

Those hours transferred to Davidson County Community College from other schools of higher education: colleges, universities, USAFI, CLEP, and those obtained by proficiency examinations, are not entered into the computation of the GPA but rather are recorded on the permanent record as course, course number, and number hours of credit given. If a student transfers to another program while attending Davidson County Community College, his grade point average will start over with the new program.



GRADUATION REQUIREMENTS

Course requirements for a degree or diploma will vary according to curriculum. The student should refer to his program of study so that he can ascertain the course requirements for graduation.

All students wishing to graduate and receive a degree or diploma from this institution must fulfill the specific course requirements as outlined in the College Catalog and have an overall "C" (2.0) average for all work taken at this institution.

A student may transfer back to the college for graduation, a maximum of 12 credit hours. It will be necessary for the student to follow the graduation procedures below.

In addition to the above, it is the responsibility of the student who wishes to graduate to follow the below procedure:

1. See your advisor, pick up and fill out an **Intent to Graduate Form**,
2. Proceed to the Business Office and pay a \$10 graduation fee,
3. Take a receipt and **Intent to Graduate Form** to the Registrar so that he may order his diploma or degree.
4. Go to the bookstore and be measured for your cap and gown.

Those who plan to graduate in May will follow the above procedure during pre-registration for the spring quarter. Those who plan to graduate in August will follow the above procedure during Pre-registration for the first session of summer school.

ACADEMIC HONORS

Dean's List: For the purpose of honoring students with outstanding scholastic records, the College publishes a Dean's List shortly after the Fall, Winter, and Spring Quarters. In order to qualify for the Dean's List, a student must take a minimum course load of at least 12 quarter hours and maintain at least a "B" (3.0) average with no incomplete grades and with no grade lower than a "C".

Graduates with an accumulated grade point average of 3.5 but less than 3.8, will be graduated "with honors". Graduates with an accumulated grade point average of 3.8 or higher will be graduated with "high honors".

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The marshal who has the highest academic record is designated Chief Marshal.

COMMENCEMENT EXERCISES

Commencement exercises to award degrees and diplomas are held at the end of the Spring and Summer Quarters. The specific dates of commencement are listed in the College calendar. All students receiving degrees or diplomas are expected to attend commencement exercises unless excused by the Registrar. A fee in the amount of \$10.00 is charged each candidate for graduation to cover costs of diploma and cap and gown.

COURSE NUMBERING

Courses are numbered in accordance with **the system approved by** the North Carolina Department of Community Colleges.

1. All Developmental Study Program courses are indicated by prefix, and numbers range from 0-99.
2. (a) All freshmen academic courses are indicated by a three-letter prefix, and numbers range between 100-199.
(b) All sophomore academic courses are indicated by a three-letter prefix, and numbers range between 200-299.
3. (a) All freshmen technical courses are indicated by the letter "T", a prefix, and are numbered 100-199.
(b) All sophomore technical courses are indicated by the letter "T", a prefix, and are numbered 200-300.
4. All vocational courses are indicated by a prefix, and numbered 1000-2000.
5. All adult education courses beyond the high school are indicated by a prefix, and numbered 2000-3000.

SCHEDULE CHANGES

The student is expected to plan carefully his schedule in advance with the assistance of his advisor. While it is possible to add and/or drop a course after completion of registration, students are encouraged not to do so. All changes in schedules (drop/adds or section changes) must be adjusted during the first week of any quarter and must be approved by the Student Personnel Department.

GRADING SYSTEM

The College operates on the quarter system. The alphabetical system is used for reporting and recording all grades.

The grading system is as follows:

A	Excellent	4	Quality points per quarter hour credit
B	Good	3	Quality points per quarter hour credit
C	Average	2	Quality points per quarter hour credit
D	Passed	1	Quality point per quarter hour credit
F	Failed	0	Quality point per quarter hour credit
WA	Withdrew Audit	0	Quality point
WF	Withdrew Failing	0	Quality point per quarter hour credit
WP	Withdrew Passing		No credit given
I	Incomplete		No credit given
AT	Audited		No credit given
S	Satisfactory		For non-credit courses
U	Unsatisfactory		For non-credit courses
R	Repeated Course		

STUDENT SERVICES

Davidon County Community College offers a comprehensive program of student services designed to meet the needs of part-time and full-time students. Most of these services are administered by the Department of Student Affairs and are available upon request.

TRANSCRIPT AND GRADE REPORTING

Reports of grades will be mailed to each student's home immediately following the completion of each quarter's work.

Transcripts of the student's record will be sent to other colleges, universities, employers, and to the student himself, when an official request is made by the student.

In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a transcript request form available in the Registrar's office.

After the first transcript has been requested, a charge of one dollar (\$1.00) is made for each additional transcript.

INFORMATION SERVICE

Information on occupations, educational opportunities, and social concerns is available through the College to students and prospective students. This information is housed in the library, student lounge, and

the information room of the Student Affairs Office. Available information consists of books, pamphlets, occupational briefs, filmstrips, films, tapes, and records. The staff of the Student Affairs Office and the Library are available to assist anyone in finding desired information.

STUDENT AFFAIRS BULLETIN

The Student Personnel Department publishes a **Student Affairs Bulletin and Activities Newsletter** weekly in an effort to keep students and other members of the academic community informed concerning student activities, student services, student group meetings and policies relating to campus life.

TESTING SERVICE

The College counselors are qualified to administer and interpret a variety of tests. These tests are administered and interpreted to students as the need arises during the counseling process or when requested.

PLACEMENT SERVICE

The College provides both educational and job placement for its students. Every effort is made to assist students in gaining entrance to desired courses of study and in obtaining employment at the completion of a program of study. The College cannot guarantee placement to its students but will provide employment leads, transcripts and letters of recommendations for all persons who successfully complete programs of study. Assistance is also available to students who wish to obtain part-time employment while in school.

HEALTH SERVICES

The physical location of the College campus is easily accessible to medical attention and hospital care at the memorial hospitals of Thomasville and Lexington. In the event of emergencies, both public and private ambulances are available on a 24-hour schedule. First-aid facilities are also available to students in all shops and laboratories.

ACCIDENT INSURANCE

Accident insurance, covering the hours a student is in school and those in traveling to and from school, is available to all students for \$3.00 per year. This insurance is not required but strongly recommended of all full-time students and all part-time students enrolled in laboratory and shop courses. Insurance claim forms are available from the Business Office of the College.

COUNSELING SERVICE

The counseling service at Davidson County Community College has two basic functions: it supplements pre-college counseling and aids the student with educational, vocational, and personal problems. To accomplish these purposes, the Student Personnel Office has trained personnel serving as counselors and provides remedial facilities. Each student also is assigned to a faculty advisor. The counselors are prepared to assist parents and families of students in situations which require an understanding of the student, his problems, and the role of the family in helping him.

HOUSING ASSISTANCE

Since the College does not have dormitory facilities, students wishing to live away from home must arrange for their own living accommodations. The College does not assume responsibility for approving or supervising student housing; however, suggestions for off-campus housing may be obtained from the office of the Dean of Student Affairs.

LEARNING RESOURCE CENTER

The Learning Resource Center is located on the main floor, west wing, of the Administration-Classroom Building. With its wall-to-wall carpeting and individual study carrels, students are allowed to pursue their studies in a quiet and private atmosphere. A lounge area, located near the newspaper and periodical collections, affords the student a comfortable and spacious setting for more relaxed reading.

Students enrolled in any program of instruction at the College, faculty and staff members, and citizens of Davidson County may use these facilities. A growing collection of reference books for detailed research and circulating books for supplemental course work and general interest may be found here. Audio-visual media, such as slides, films, filmstrips, tape, records, and microfilm, are constantly being added to the Center's collection, lending greater variety to the available sources of information.

The Learning Resource Center is open from 8:00 a.m. to 9:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday, thus making the facilities accessible to students enrolled in the day and evening programs. A staff member is on duty during these hours.

BOOKSTORE

The College Bookstore is located in the lower level of the Administration-Classroom building and is operated as a service to the student body, faculty, and staff. Textbooks, school supplies, and other

course-related materials are available. In addition, the Bookstore offers for sale other items of special interest to the students.

FOOD SERVICES

Canteen service is available on the lower level of the Administration-Classroom Building and in the Technical-Vocational Building. The canteen service provides sandwiches, soft drinks, coffee, confections, etc.

STUDENT LOUNGES

In an effort to help meet the needs of commuting students, the College provides informal, adequately furnished, student lounges located on the lower level of the Administration-Classroom Building and in the Vocational-Technical Building. Students are encouraged to use these areas for relaxation and study between classes. For a quieter environment, more conducive to study, students are encouraged to make use of the individual study carrels located in the College Library.



STUDENT FINANCIAL AID SERVICES

Davidson County Community College accepts responsibility and concern for the many talented students who lack financial means to obtain a college education. Every effort is made to encourage a student with seriousness of purpose to secure a college education. Although the student and his parents are expected to make reasonable sacrifices to meet college expenses, financial assistance may be available to a student through the College in the form of scholarships, loans, a work-study program, economic opportunity grants, and part-time employment. Opportunities for financial aid, though not unlimited, are within the reach of almost every student who can show acceptable academic achievement and definite financial need. The student who realizes that he will be unable to meet college expenses without assistance should take early initiative in seeking information from the Director of Student Aid.

In order to determine the financial need of each student accurately and equitably, the college participates in the College Scholarship Service (CSS) of the College Entrance Examination Board. Participants in CSS subscribe to the principle that the amount of financial aid granted a student should be based upon financial need. The CSS assists colleges and universities and other agencies in determining the student's need for financial assistance. Students seeking financial assistance in the form of scholarships or loans are required to submit a copy of the Parent's Confidential Statement (PCS) form to the College Scholarship Service, designating Davidson County Community College (Code #5170) as one of the recipients by July 1. The PCS form may be obtained from a secondary school or the College Scholarship Service, P. O. Box 176, Princeton, New Jersey 08540.

A student desiring financial assistance through the College for the academic year is required to submit, in addition to the PCS form, a completed application for the types of aid indicated below to the Financial Aid Officer by July 1 in order to be considered for assistance for the beginning fall quarter. Awards are made in August of each year.

For more detailed information see the separate publication, Student Financial Aid, available from the Office of Student Aid.

SCHOLARSHIPS

Several business concerns provide special consideration to their employees and children. Companies currently providing educational benefits for their employees and families are:

1. Binning's, Inc.
2. Carolina Panel Company
3. Coble Dairy Products, Inc.

4. Dixie Furniture Company
5. Dacotah Cotton Mills
6. Peerless Mattress Company
7. Thomasville Furniture Industries Foundation

All Davidson County High School Valedictorians and Salutatorians are eligible for full scholarship by Dacotah Cotton Mills

A Thomasville High School graduate may be considered for a scholarship by:

1. Beta Sigma Phi Sorority, Gamma XI Epsilon Sorority, and Phi Mu Sorority of Thomasville.
2. Pilot Club of Thomasville (Secretarial)

A Denton High School graduate may be considered for a scholarship by the Denton Lions Club.

A North Davidson High School graduate, who also attended Midway Elementary School, may be eligible for a scholarship from the Midway Lions Club.

The Tyro Lions Club awards one scholarship to a deserving youth of the Tyro Community.

Scholarships for vocational, technical, and junior college students are provided by the Kiwanis Club of Lexington and Buck Young Foundation, Inc.

A scholarship is made available to a student interested in business administration by the Industrial Bank of Lexington.

Numerous scholarships, based upon need, are made available through the generosity of the Walker Martin Foundation.

The Lexington Junior Woman's Club provides a scholarship annually for a Davidson County resident.

The Dean William T. Sinclair Memorial Scholarship is awarded annually by the Faculty Wives Club of Davidson County Community College.

Scholarships in Nursing:

1. Central Carolina Civitan Club of Lexington provides nursing scholarships annually.
2. Thomasville Memorial Hospital provides nursing scholarships.
3. Lexington Civinette Club provides a nursing scholarship.
4. Randolph Hospital, Inc. provides a nursing scholarship.

Foreign Student Scholarship Aid:

1. Davidson Electric Scholarship
2. Wachovia Foundation
3. Peoples' Savings and Loan, Thomasville

4. Dacotah Foundation, Lexington
5. Philpott Foundation, Lexington
6. Thomasville Rotary Club.

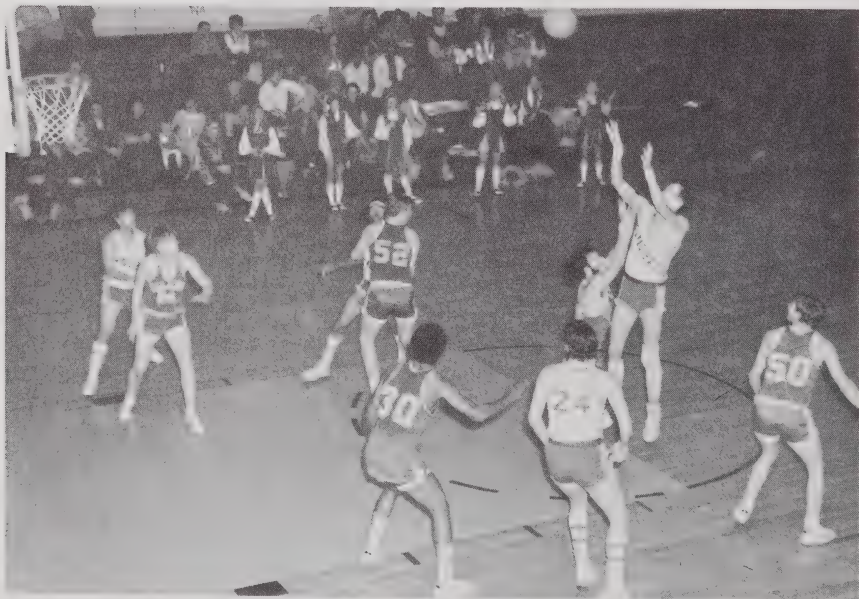
SPECIAL SERVICE SCHOLARSHIPS

Individuals, service clubs, and civic organizations may provide financial assistance in the form of special stipends or workshops. Individuals awarded a special stipend will be assigned as special student assistants in a department, shop, or laboratory.

ATHLETIC SCHOLARSHIPS

Various business establishments and the Student Government Association offer athletic scholarships. Awards are made by the Financial Aid Committee upon recommendation of the Director of Athletics. Companies currently contributing are:

1. Dacotah Cotton Mills
2. The Lexington Dispatch
3. Lexington State Bank
4. The First Union National Bank
5. Industrial Savings and Loan
6. P. P. G. Industries
7. Mutual Savings & Loan Association



WORK-STUDY

College work-study funds provide several work opportunities for vocational, technical and college transfer students who can demonstrate need based on their financial resources.

Work positions under this program include on-campus and off-campus opportunities. The College works in co-operation with PACE, INC., for its off-campus program. A student, when certified may work for a local non-profit agency during the summer.

GRANTS

The College has applied for a limited amount of funds from the Federal Government for Educational Opportunity Grants. Under the EOG program, the College may grant \$200-\$1000 for a student's education, provided the institution can match the amount through scholarships, employment, or other aid as defined in governmental guidelines. Education Opportunity Grants are specifically designed for the disadvantaged student.

STUDENT LOANS

The Financial Aid Office furnishes information regarding student loans to interested individuals. The College Foundation, Inc., (under the Guaranteed Loan Program), Pickett and Hatchel Education Fund, Inc., and local banking institutions are most often cited as sources of student loans.

LAW ENFORCEMENT ASSISTANCE PROGRAM

Two types of Federal assistance are available to students enrolled in the Police Curriculum.

1. Loans up to \$1,800 per academic year for a full-time student may be available for programs leading to a degree directly related to law enforcement. These loans can be cancelled at the rate of 25 per centum for each year of full-time employment in a local, state, or federal law enforcement agency.
2. Grants up to \$200 per academic quarter are available for students who are currently employed as law enforcement officials and who are studying full-time or part-time. They must agree to remain in the service of the employing agency for a period of two years following completion of any course of study funded by a grant.

ADDITIONAL AID AVAILABLE

Children of disabled or deceased North Carolina veterans may receive assistance for payment of tuition and college fees. For information and application forms, a North Carolina student should contact his local Veteran Affairs Office, or write North Carolina Veterans Commission, Raleigh, North Carolina.

Any veteran who has served at least six months of active duty since January, 1956, may be eligible to receive educational assistance. An interested veteran should contact his local Veteran Affairs Office or the Veterans Administration Office in his district.

Educational assistance is also available to veterans enrolled in the high school and college preparatory programs.

The North Carolina Scholarship Loan Fund for Prospective Teachers has been a continuing program since 1957 to attract teachers for the North Carolina school system. Applications are available from the Department of Public Instruction, Raleigh, North Carolina.

The Division of Vocational Rehabilitation makes available a limited number of scholarships for handicapped individuals who need special training. Specific information may be obtained from the Department of Public Instruction, Raleigh, North Carolina.

FINANCIAL AID PRINCIPLES AND POLICIES

1. Financial aid consists of scholarships, grants, loans, and employment. These may be offered to students singly or in various combinations.
2. The primary responsibility for financing a college education lies with the family. The family of a student is expected to make a maximum effort to assist the student with college expenses. A student who needs financial assistance will be expected to make every effort possible to help meet expenses.
3. The College's first priority is to help meet the student's financial need; and, on the basis of this financial need, the total amount of financial assistance offered should not be expected to exceed the amount needed.
4. In selecting a financial aid recipient, consideration will be given to the applicant's aptitude, character, and achievement.
5. In estimating the amount that a student's family can provide for college expenses, the College will consider the factors that affect a family's financial strength: current income, assets, number of dependents, other educational expenses, and retirement needs. In addition, such special problems as those confronting widows and families in which both parents work will also receive attention.

6. Since the amount of stipend or financial aid largely depends on the applicant's financial status, the amount, therefore, represents confidential information which will not be made public by the College, the financial aid officer, or the candidate, whether or not the allocation of financial aid is publicly announced.
7. The Financial Aid Committee agrees that a freshman student who fails to maintain satisfactory grades will not be subjected to the withdrawal of a scholarship until the completion of the academic year unless there is clear indication of a lack of academic interest on the part of the student.
8. All sophomore scholarship recipients are expected to have a cumulative grade average of 2.0 or better.
9. When scholarship donors require special consideration for certain prospective recipients, the college will administer these funds, but only within the guidelines of the above policies, unless otherwise directed.
10. Scholarships not awarded by June 30 will automatically convert to the special scholarship account and will be used at the discretion of the Financial Aid Committee. In most instances this money will be used for additional scholarships.
11. The College, through its Financial Aid Office, strives to promote effective communications and to provide schools, parents, students, and donors with factual information about its aid opportunities, programs, and practices.



STUDENT ORGANIZATIONS & ACTIVITIES

The College encourages student participation in all activities of student life and campus affairs. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is appointed by the administration for each student group and organization.

The groups currently functioning on the campus are:

STUDENT GOVERNMENT ASSOCIATION

All full-time students are automatically members and receive practical experience in responsible citizenship through participation in a program of self-government. Officers are chosen each year, and each class is represented in the Student Government Association. The objective of this Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

ATHLETICS AND INTRAMURAL ACTIVITIES

The College participates in intercollegiate basketball, golf, tennis, and wrestling. A number of intramural athletic competitions are organized under the auspices of the Department of Physical Education. Additional activities will be added as needs develop, and finances and physical plant resources permit.

CAVALIER CHEERLEADERS

This team of vigorous and enthusiastic cheerleaders is composed of both men and women students who are selected democratically each year by representatives of S.G.A., the college faculty, and the administration.

CIRCLE K CLUB

This is a national collegiate service club sponsored by Kiwanis International. Outstanding male students are tapped into this organization periodically during the year. The club is not merely an organization but a driving force, developing leadership for tomorrow while creating a better college community today.

CLASS ORGANIZATIONS

Both freshman and sophomore classes are organized with elected student officers and periodic meetings and projects.

COLLEGE CHORUS

The chorus draws its membership from students with vocal talent. Concerts are planned throughout the school year. Limited academic credit is awarded for participation.

FRESHMAN ADVISORY COUNCIL

The Freshman Advisory Council, referred to as F.A.C., is composed each year of outstanding upperclassmen nominated by the Sophomore Class Officers and approved by the Dean of Student Affairs on the basis of character, citizenship, and scholarship. Members of the Freshman Advisory Council serve in an advisory capacity to the Dean of Student Affairs and assist the Dean of Student Affairs in matters pertaining to orientation of students to college life. They are assigned to assist new students to college life and new students having special social and/or academic difficulties. Members of this group also serve as student guides during Freshman Orientation and at other designated times.

INTERRACIAL COUNCIL

This council serves as a means for dialogue among people of all races. It seeks to promote understanding and mutual respect among all students and membership is open to any member of the academic community.



LAMBDA ALPHA EPSILON

This is a national organization open to students enrolled in Police Science and Criminology education. The fraternity is dedicated to the advancing of professional standards of law enforcement, the fostering of fraternal assistance and the understanding between members of the profession, and the promoting of greater public understanding of the problems and objectives of those agencies devoted to the administration of criminal justice.

PHI THETA KAPPA

This is a national scholastic fraternity holding the same status in the community or junior college that Phi Beta Kappa holds in the four-year college.

SOCIETY FOR ENGINEERING TECHNOLOGY

The purpose of this organization, made up of students in Mechanical and Electrical Technology and Mechanical Drafting, is to stimulate interest in the area of Engineering Technology.

THE NIGHTINGALE SOCIETY

This is a society for students enrolled in the Nursing Education program.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional organizations and technical societies, with seminar groups such as the Science Seminar, the Interracial Council, and with student chapters of the major political parties.

STUDENT PUBLICATIONS

Students are encouraged to participate actively in the publication of **The Commuter**, **The Cavalier**, and the **Student Handbook**.

The Commuter, the monthly student newspaper, is written, edited, and managed by students with the assistance of a faculty advisor. The payment of activity fees entitles the student to a one-year subscription.

The Cavalier, the yearbook of the College, is written, edited, and managed by students with the assistance of a faculty advisor. The payment of activity fees entitles the student to a personal copy.

The Student Handbook, a project of the Student Government

Association, is published each fall as a service to the academic community. The Student Handbook is designed to acquaint new students with various policies, student activities, and other information of interest to students.

STUDENT CONDUCT AND DISMISSAL

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize the behavior of mature ladies and gentlemen.

It is expected that students will be governed by such rules and regulations as may be established by the College Administration and the Student Government Association. Violation of rules and regulations of the College or of the Student Government Association may subject the student to dismissal or to disciplinary action by the SGA Judiciary, the College Administration, or both (see Student Handbook).

The College reserves the right to suspend or dismiss any student when it is believed such action is in the best interest of the College or of the student. This may be done by the Administrative Council in executive session.

TRAFFIC REGULATIONS

Adequate student parking areas have been provided on the College campus. Two paved parking areas are provided beside the Technical-Vocational complex.

Students are permitted to park along the access road of the campus in properly marked spaces, but not in the staff and visitor parking lots located in front of each building. Parking regulations are strictly enforced and parking permits are issued each quarter.

When a student receives a parking ticket, he should follow the procedure indicated below:

Report to the Business Office within one week and pay a fine of one dollar (\$1.00). Failure to do so or a second violation will automatically increase the fine to five dollars (\$5.00). The Traffic Committee of the Student Government Association will help police all parking lots. If the fine is not paid within the 10-day period, the case will be turned over to the Student Court for its recommendation. All unpaid fees will be placed against the student's record. A third violation could result in the student's car being towed away at the student's expense or loss of parking privileges on campus.

HONOR POLICY

On December 4, 1967, the College Administration and faculty approved an Honor Policy at the request of the Student Government Association. This policy, which is reproduced below, is not a codification of rules and regulations, but rather a statement of ethical conduct, the spirit of which each student is expected to uphold.

As responsible, mature members of the community, students are expected to conduct themselves at all times so that their actions will reflect favorably upon themselves and the College.

College regulations go into effect at the time the student matriculates and continue as long as he is enrolled. Students are expected to uphold the standards of the College both on and off the campus. Every student is responsible for a knowledge of and obedience to all College regulations.

Davidson County Community College has a responsibility for the welfare of its students, both to the parents of its students and to the state of North Carolina. The Trustees of the College believe in the ability of mature students to govern themselves and have allowed students to assume a great part of the above responsibility through their own Student Government. The individual is considered as the basis of the Student Government, and each must realize that his rights and privileges extend only as far as they do not infringe upon those of another individual or upon the standards and reputation of the College. Since the regulations under which we live are made by the students through our Legislature, each student must accept both the opportunity and the responsibility of making them effective. "Responsible freedom" is the principle upon which the Judicial branch of Student Government is based.

"Responsible freedom," the key to one's total way of life, is the spirit that strengthens the Honor Policy and, because the personal honor of the individual is its sole foundation, each individual is responsible for its effectiveness. The Honor Policy is a unique feature of our campus life. Based on principles and ideals embodied in every code of personal honor, the policy should be embodied by each student, both while he attends and after he leaves Davidson County Community College. A student cannot break faith with the ideals upon which he bases his way of life without breaking faith with himself, with his fellow students, and with the College.

Only with each student's understanding of the Policy and his desire to strengthen and uphold it will the Honor Policy operate effectively. A student **must** report himself for any violation and

must encourage an offender to report himself. However, upon the offender's failure to do so, the student **may** then report the offender. It is with the above ideas and ideals in mind that the regulations are enforced. (See Honor Code in Student Handbook).



PREPARATORY STUDIES

The College provides preparatory courses for students who do not possess the skills necessary for success in the vocational, technical and college transfer programs. Placement of students into the curriculum is made by the Student Personnel Department, based upon the student's high school record and the college placement test. Depending upon the student's needs and goals, he will be required to remedy deficiencies in communications, mathematics, and social studies. Preparatory students receive conditional admission to the College until educational deficiencies are removed.

A Certificate of Achievement is awarded to students who satisfactorily complete preparatory studies in the areas specified. This certificate will be required of preparatory students as a basis for unconditional admission to the college transfer and technical curricula. As an added incentive for progress, provision is made for special examinations for college credit in the areas of English and history.

ENGLISH

ENG 91-92-93 College Preparatory English F, W, S 0 Qtr. Hrs. Credit (5-0)

A three quarter course for the improvement of communicative skills: listening, reading, writing, and speaking. Instruction is individualized to enable the student to upgrade himself in his weakest areas. A proficiency examination is given at the end of each quarter to determine the student's readiness for taking college level English. Upon recommendation by the instructor, a student may take a special examination for credit in College English 101. Prerequisite: placement by counselor.

ENG 92a Grammar and Composition F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

A course for the improvement of written communications with emphasis on the fundamentals of grammar and sentence structure, leading to paragraph construction. This course is designed to prepare students who are deficient in language skills for college English within two quarters of study. Prerequisite: placement by counselor.

ENG 93a Grammar and Composition F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

A course in the review of the fundamentals of grammar and composition with emphasis on paragraph construction; to prepare students in one quarter of study for college credit courses in English. Upon recommendation by the instructor, a student may take an examination for credit in English 101. Prerequisite: ENG 92a or placement by counselor.

HISTORY

HIS 91-92-93 History of Western Civilization F, W, S 0 Qtr. Hrs. Credit (5-0)

An introduction to the political, economic, social, and cultural history of Western Civilization from its Near Eastern origins to the present. This course is to prepare students for credit courses in history and related subjects. Upon recommendation by the instructor, students may receive college credit for History 101-102-103 by passing a special departmental examination on these courses. Prerequisite: placement by counselor.

MATHEMATICS

MAT 91-92-93 Developmental Mathematics F, W, S 0 Qtr. Hrs. Credit (5-0)

This series of courses is designed for students with no previous experience in algebra or who failed Algebra I in high school. A study of the fundamental operations with algebraic numbers, solution of first degree equations in one and two unknowns, special products and factoring, algebraic fractions, equations containing fractions, systems of linear equations, powers and roots, quadratic equations, and logarithms. Placement is by counselor.

MAT 92a Development Mathematics F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

A course designed for students who have had one year of high school algebra. An introduction to algebra consisting of the fundamental operations with algebraic numbers, solution of first degree equations in one and two unknowns, special products and factoring and the mathematical laws basic to algebra. Prerequisite: One year of high school algebra with grade of "C" or better. Placement by counselor.

MAT 93a Developmental Mathematics F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

A course designed for students deficient in algebra as revealed by high school records and entrance examinations. To prepare for college math in one quarter of study. A review of special products and factoring. The study of algebraic fractions, equations containing algebraic fractions, systems of linear equations, powers and roots, quadratic equations, and logarithms. Prerequisite: MAT 92a or high school equivalent. Placement by counselor.

READING

READ 91-92-93 Reading Improvement F, W, S Qtr. Hrs. Credit (5-0)

A course designed to improve a student's ability to comprehend what he reads with emphasis also on vocabulary development and speed. Various materials, including programmed materials, workbooks and machines, are used. Emphasis is also placed on better listening and notetaking skills. Diagnostic tests are used for individualization so that each student is taught on his own reading level. Placement is by counselor or instructor.

EXCELLENCE IN EDUCATION



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VOCATIONAL EDUCATION



In a rapidly changing world of engineering and technologies, one must not lose sight of the growing need for skilled craftsmen. These craftsmen must acquire the technical knowledge of the occupation and be able to perform the necessary skills to meet successfully the increasing demands required in trades and industry.

Davidson County Community College offers a series of training courses in the trade division with emphasis on manipulative and mental skills applicable to a particular course for which a student is enrolled. These programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

Trade courses require four, seven, or ten quarters of participation for students on a full-time basis. Applicants for the trade division will, therefore, be urged to enroll for a full-time program.

A diploma is awarded at the completion of a program.

Programs of Study

1 year Programs	2 year Programs
Automotive Body Repair I	Automotive Mechanics II
Automotive Mechanics I	Automotive Body Repair II
Machinist Training I	Machinist Training II (Pre-Tool & Die)
Mechanical Drafting	3 year Programs
Electronic (Radio and Television) Servicing	Tool and Die Making
Welding	

Admission Procedures

See general admission requirements and procedures on page 13.

Tuition and Fees

See page 17

ONE-YEAR VOCATIONAL PROGRAMS

AUTOMOTIVE BODY REPAIR I

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week	Quarter Hours
		Class	Lab. Credit
FIRST QUARTER			
AUT 1111	Auto Body Repair	3	18 9
WLD 1101	Basic Gas Welding	1	3 2
PSY 1101	Human Relations	3	0 3
		—	—
		7	21 14

SECOND QUARTER

AUT 1112	Auto Body Repair	3	12 7
WLD 1105	Auto Body Welding	1	3 2
DFT 1101	Schematics and Diagrams: Power Mechanics	1	2 2
ENG 1101	Reading Improvement	2	0 2
MAT 1101	Fundamentals of Mathematics	5	0 5
		—	—
		12	17 18

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THIRD QUARTER

MAT 1120	Collision Estimates	3	0 3
AUT 1113	Metal Finishing and Painting	3	12 7
AUT 1115	Auto Frames & Suspensions	2	9 5
		—	—
		8	21 15

FOURTH QUARTER

ENG 1102	Communication Skills	3	0 3
AUT 1114	Body Shop Applications	3	21 10
BUS 1103	Small Business Operations	3	0 3
		—	—
		9	21 16

Total Credit Hours 63

AUTOMOTIVE MECHANICS I

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
MAT 1101	Fundamentals of Mathematics		5	0	5
PHY 1101	Applied Science I		5	0	5
PME 1101	Internal Combustion Engines		3	15	8
			—	—	—
			13	15	18

SECOND QUARTER

PHY 1102	Applied Science II		5	0	5
DFT 1101	Schematics and Diagrams: Power Mechanics		1	3	2
PME 1102	Engine Electrical and Fuel Systems		5	12	9
			—	—	—
			11	15	16

THIRD QUARTER

AUT 1121	Braking Systems		3	3	4
AUT 1123	Automotive Chassis and Suspensions Systems		3	9	6
AHR 1101	Automotive Air Conditioning		2	3	3
ENG 1101	Reading Improvement		2	0	2
PSY 1101	Human Relations		3	0	3
			—	—	—
			13	15	18

FOURTH QUARTER

BUS 1103	Small Business Operations		3	0	3
AUT 1124	Automotive Power Train Systems		3	9	6
AUT 1125	Automotive Servicing		3	9	6
WLD 1101	Basic Gas Welding		1	3	2
ENG 1102	Communication Skills		3	0	3
			—	—	—
			13	21	20

Total Credit Hours

72

ELECTRONIC SERVICING (RADIO AND TELEVISION)

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week	Quarter Hours
		Class	Lab. Credit
FIRST QUARTER			
MAT 1101	Fundamentals of Mathematics	5	0 5
ELC 1112	Direct and Alternating Current	5	15 10
PSY 1101	Human Relations	3	0 3
		—	—
		13	15 18

SECOND QUARTER

ELN 1122	Vacuum Tubes and Circuits	5	12 9
ELN 1123	Amplifier Systems	2	7 4
ENG 1101	Reading Improvement	2	0 2
		—	—
		9	19 15

49

THIRD QUARTER

ELN 1125	Radio Receiver Servicing	2	6 4
ELN 1126	Transistor Theory and Circuits	4	12 8
MAT 1115	Electrical Mathematics	5	0 5
		—	—
		11	18 17

FOURTH QUARTER

BUS 1103	Small Business Operations	3	0 3
ELN 1127	Television Receiver Circuits and Servicing	5	18 11
ENG 1102	Communication Skills	3	0 3
		—	—
		11	18 17

Total Credit Hours

67

MACHINIST I

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours
			Class	Lab. Credit
FIRST QUARTER				
MAT 1101	Fundamentals of Mathematics		5	0 5
MEC 1101	Machine Shop Theory and Practice I		3	15 8
DFT 1104	Blueprint Reading: Mechanical I		1	3 2
			—	—
			9	18 15

SECOND QUARTER

DFT 1105	Blueprint Reading: Mechanical II		1	3 2
MAT 1103	Geometry		3	0 3
MEC 1102	Machine Shop Theory and Practice II		3	12 7
MEC 1115	Properties of Ferrous and Non-Ferrous Metals		2	3 3
ENG 1101	Reading Improvement		2	0 2
			—	—
			11	18 17

THIRD QUARTER

MAT 1104	Trigonometry		3	0 3
PSY 1101	Human Relations		3	0 3
DFT 1106	Blueprint Reading: Mechanical III		1	3 2
MEC 1103	Machine Shop Theory and Practice III		3	12 7
PHY 1101	Applied Science I		5	0 5
			—	—
			15	15 20

FOURTH QUARTER

BUS 1105	Industrial Organization		3	0 3
WLD 1101	Basic Gas Welding		1	3 2
MAT 1123	Machinist Mathematics		3	0 3
MEC 1104	Machine Shop Theory and Practice IV		3	12 7
ENG 1102	Communication Skills		3	0 3
PHY 1102	Applied Science II		5	0 5
			—	—
			18	15 23

Total Credit Hours

75

MECHANICAL DRAFTING

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

Hours Per Week	Quarter Hours
Class	Lab. Credit

FIRST QUARTER

DFT 1121	Engineering Drawing I	1	10	6
MAT 1101	Fundamentals of Mathematics	5	0	5
MEC 1113	Shop Processes	1	5	3
PSY 1101	Human Relations	3	0	3
		—	—	—
		10	15	17

SECOND QUARTER

MEC 1115	Properties of Ferrous and Non-Ferrous Metals	2	3	3
DFT 1122	Engineering Drawing II	1	10	6
MAT 1103	Geometry	3	0	3
ENG 1101	Reading Improvement	2	0	2
		—	—	—
		8	13	14

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THIRD QUARTER

DFT 1125	Descriptive Geometry	2	3	3
DFT 1131	Engineering Drawing III	1	10	6
MAT 1104	Trigonometry	3	0	3
PHY 1101	Applied Science I	5	0	5
		—	—	—
		11	13	17

FOURTH QUARTER

PHY 1102	Applied Science II	5	0	5
DFT 1132	Mechanical, Electrical, Architectural Drawing	3	12	9
BUS 1105	Industrial Organizations	3	0	3
ENG 1102	Communication Skills	3	0	3
		—	—	—
		14	12	20

Total Credit Hours

68

WELDING

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER				
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	1	3	2
WLD 1120	Oxyacetylene Welding and Cutting	3	12	7
PSY 1101	Human Relations	3	0	3
		—	—	—
		12	15	17
SECOND QUARTER				
MAT 1103	Geometry	3	0	3
PHY 1101	Applied Science I	5	0	5
WLD 1121	Arc Welding	3	12	7
DFT 1117	Blueprint Reading: Welding	1	3	2
ENG 1101	Reading Improvement	2	0	2
		—	—	—
		14	15	19
THIRD QUARTER				
PHY 1102	Applied Science II	5	0	5
WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	3	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
DFT 1118	Pattern Development and Sketching	1	3	2
		—	—	—
		11	21	18
FOURTH QUARTER				
WLD 1122	Commercial and Industrial Practices	3	9	6
WLD 1125	Certification Practices	3	6	5
MEC 1112	Machine Shop Processes	0	6	2
BUS 1105	Industrial Organizations	3	0	3
ENG 1102	Communications Skills	3	0	3
		—	—	—
		12	21	19
Total Credit Hours				71

TWO-YEAR VOCATIONAL PROGRAM

AUTOMOTIVE BODY REPAIR II

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week	Quarter Hours
		Class	Lab. Credit
FIRST QUARTER			
AUT 1111	Auto Body Repair	3	18 9
WLD 1101	Basic Gas Welding	1	3 2
PSY 1101	Human Relations	3	0 3
		7	21 14
SECOND QUARTER			
MAT 1101	Fundamentals of Mathematics	5	0 5
AUT 1112	Auto Body Repair	3	12 7
WLD 1105	Auto Body Welding	1	3 2
DFT 1101	Schematics and Diagrams: Power Mechanics	1	2 2
ENG 1101	Reading Improvement	2	0 2
		12	17 18
THIRD QUARTER			
MAT 1120	Collision Estimates	3	0 3
AUT 1113	Metal Finishing and Painting	3	12 7
AUT 1115	Auto Frame & Suspensions	2	9 5
		8	21 15
FOURTH QUARTER			
ENG 1102	Communication Skills	3	0 3
AUT 1114	Body Shop Applications	3	21 10
BUS 1103	Small Business Operations	3	0 3
		9	21 16
FIFTH QUARTER			
PHY 1101	Applied Science I	5	0 3
PME 1101	Internal Combustion Engines	3	15 8
	Business Elective	3	0 3
	or		
T-COE 101	Cooperative Occupational Education	0	15 5
		11	15 14
		or	or
		8	30 16

SIXTH QUARTER

PHY 1102	Applied Science II	5	0	5
PME 1102	Engine Ignition and Fuel Systems	5	12	9
	Business Elective	3	0	3
	or			
T-COE 102	Cooperative Occupational Education	0	15	5
		—	—	—
		13	12	17
		or	or	or
		10	27	19

SEVENTH QUARTER

AUT 1121	Braking Systems	3	3	4
AUT 1123	Automotive Chassis and Suspension Systems	3	9	6
AHR 1101	Automotive Air Conditioning	2	3	3
	or			
	Business Elective	3	0	3
T-COE 103	Cooperative Occupational Education	0	15	5
		—	—	—
		11	15	16
		or	or	or
		8	30	18
Total Credit Hours				110



AUTOMOTIVE MECHANICS II

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

		Hours Per Week	Quarter Hours	
		Class	Lab.	Credit
FIRST QUARTER				
AHR 1121	Braking Systems	3	3	4
MAT 1101	Fundamentals of Mathematics	5	0	5
PME 1101	Internal Combustion Engines	3	15	8
		—	—	—
		11	18	17

SECOND QUARTER

PHY 1101	Applied Science I	5	0	5
DFT 1101	Schematics and Diagrams: Power Mechanics	1	3	2
PME 1102	Engine Electrical and Fuel Systems	5	12	9
		—	—	—
		11	15	16

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THIRD QUARTER

PHY 1102	Applied Science II	5	0	5
AUT 1123	Automotive Chassis and Suspension Systems	3	9	6
AHR 1101	Automotive Air Conditioning	2	3	3
ENG 1101	Reading Improvement	2	0	2
PHY 1101	Human Relations	3	0	3
		—	—	—
		15	12	19

FOURTH QUARTER

BUS 1103	Small Business Operations	3	0	3
AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	3	9	6
WLD 1101	Basic Gas Welding	1	3	2
ENG 1102	Communication Skills	3	0	3
		—	—	—
		13	21	20

FIFTH QUARTER

AUT 1111	Auto Body Repair I	3	18	9
WLD 1105	Auto Body Welding	1	3	2
	Business Elective	3	0	3
	or			
T-COE 101	Cooperative Occupational Education	0	15	5
		7	21	14
			or	or
			36	16

SIXTH QUARTER

AUT 1112	Auto Body Repair II	3	12	7
	Business Elective	3	0	3
	or			
T-COE 101	Cooperative Occupational Education	0	15	5
		6	12	10
			or	or
			27	12

56

SEVENTH QUARTER

AUT 1113	Metal Finishing and Painting	3	12	7
AUT 1115	Auto Frames and Suspensions	2	9	5
MAT 1120	Collision Estimates	3	0	3
		8	21	15
	Total Credit Hours			111



MACHINIST II

Hours Per Week	Quarter Hours
Class	Lab. Credit

FIRST QUARTER

MAT 1101	Fundamentals of Mathematics	5	0	5
MEC 1101	Machine Shop Theory and Practice I	3	15	8
DFT 1104	Blueprint Reading: Mechanical I	1	3	2
		9	18	15

SECOND QUARTER

MAT 1103	Geometry	3	0	3
MEC 1102	Machine Shop Theory and Practice II	3	12	7
MEC 1115	Properties of Ferrous and Non-Ferrous Metal	2	3	3
ENG 1101	Reading Improvement	2	0	2
DFT 1105	Blueprint Reading: Mechanical II	1	3	2
		11	18	17

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THIRD QUARTER

MAT 1104	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
DFT 1106	Blueprint Reading: Mechanical III	1	3	2
MEC 1103	Machine Shop Theory and Practice III	3	12	7
PHY 1101	Applied Science I	5	0	5
		15	15	20

FOURTH QUARTER

BUS 1105	Industrial Organization	3	0	3
WLD 1101	Basic Gas Welding	1	3	2
MAT 1123	Machinist Mathematics	3	0	3
MEC 1104	Machine Shop Theory and Practice IV	3	12	7
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science II	5	0	5
		18	15	23

FIFTH QUARTER

MEC 1105	Machine Shop Theory and Practice	4	18	10
DFT 1121	Engineering Drawing I	1	10	6
		5	28	16

SIXTH QUARTER

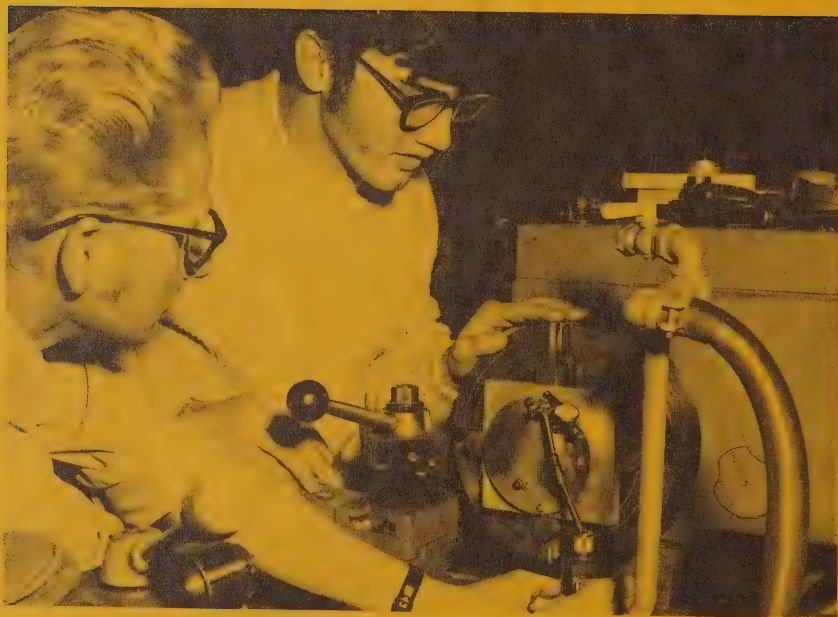
MEC 1181	Precision Machines	4	15	9
DFT 1122	Engineering Drawing II	1	10	6
MAT 1124	Tool and Die Mathematics I	3	0	3
		8	25	18

SEVENTH QUARTER

MEC 1184	Advanced Machine Processes	4	15	9
DFT 1131	Engineering Drawing III	1	10	6
MAT 1125	Tool and Die Mathematics II	3	0	3
		8	25	18

Total Credit Hours

127



THREE-YEAR VOCATIONAL PROGRAMS

TOOL AND DIE MAKING

	Hours Per Week	Quarter Hours
Class Lab.		Credit

FIRST QUARTER

MAT 1101	Fundamentals of Mathematics	5	0	5
MEC 1101	Machine Shop Theory and Practice I	3	15	8
DFT 1104	Blueprint Reading: Mechanical I	1	3	2
		—	—	—
		9	18	15

SECOND QUARTER

MAT 1103	Geometry	3	0	3
MEC 1102	Machine Shop Theory and Practice II	3	12	7
MEC 1115	Properties of Ferrous and Non-Ferrous Metals	2	3	3
ENG 1101	Reading Improvement	2	0	2
DFT 1105	Blueprint Reading: Mechanical II	1	3	2
		—	—	—
		11	18	17

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THIRD QUARTER

MAT 1104	Trigonometry	3	0	3
PSY 1101	Human Relations	3	0	3
DFT 1106	Blueprint Reading: Mechanical III	1	3	2
MEC 1103	Machine Shop Theory and Practice III	3	12	7
PHY 1101	Applied Science I	5	0	5
		—	—	—
		15	15	20

FOURTH QUARTER

BUS 1105	Industrial Organization	3	0	3
WLD 1101	Basic Gas Welding	1	3	2
MAT 1123	Machinist Mathematics	3	0	3
MEC 1104	Machine Shop Theory and Practice III	3	12	7
ENG 1102	Communication Skills	3	0	3
PHY 1102	Applied Science II	5	0	5
		—	—	—
		18	15	23

FIFTH QUARTER

MEC 1105	Machine Shop Theory and Practice	4	18	10
DFT 1121	Engineering Drawing I	1	10	6
		5	28	16

SIXTH QUARTER

MEC 1181	Precision Machines	4	15	9
DFT 1122	Engineering Drawing II	1	10	6
MAT 1124	Tool and Die Mathematics I	3	0	3
		8	25	18

SEVENTH QUARTER

MEC 1184	Advanced Machine Processes	4	15	9
DFT 1131	Engineering Drawing III	1	10	6
MAT 1125	Tool and Die Mathematics II	3	0	3
		8	25	18

EIGHTH QUARTER

MEC 1154	Die Making I	2	6	4
MEC 1151	Tool Making: Jigs and Fixtures	2	9	5
MEC 1152	Tool Making: Gauges and Special Tools	1	5	3
		5	20	12

NINTH QUARTER

MEC 1155	Die Making II	2	9	5
MEC 1157	Pattern and Mold Making	2	9	4
MEC 1159	Blue Print Reading and Inspection	3	0	3
		7	18	12

TENTH QUARTER

MEC 1156	Die Making III	2	8	5
MEC 1153	Advanced Tool Making	1	9	4
MEC 1160	Special Problems	2	3	3

VOCATIONAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Vocational Program. Courses are numbered 1000 through 2000. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of regular laboratories and "manipulative laboratories." "Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour is given for each three of these laboratory hours; one quarter hour is given for each two regular laboratory hours.

Provided for each course is the following information: subject number, title, number of hours of credit, and, in parentheses, the number of lecture hours and the number of laboratory hours each week.



AIR CONDITIONING

AHR 1101 Automotive Air Conditioning

S Credit 3(2-3)

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1102.

AUTOMOTIVE

AUT 1111 Auto Body Repair

F Credit 9(3-18)

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. Application of the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 Auto Body Repair

W Credit 7(3-12)

A thorough study of the requirements for a metal worker, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. Acquisition of skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal work and painting. Prerequisites: AUT 1111, WLD 1101, MAT 1101.

AUT 1113 Metal Finishing and Painting

S Credit 7(3-12)

Development of the skill of shrinking stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting. Use and application of power tools. Prerequisites: AUT 1112, WLD 1105.

AUT 1114 Body Shop Applications

SS Credit 10(3-21)

Application of all phases of training. Methods of removing and installing interior trim; painting of trim parts and accessories. Glass removal and installation. Repairing and replacing damaged cooling system components. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster. Prerequisites: AUT 1112.

AUT 1115 Auto Frames and Suspension

S Credit 5(2-9)

General introduction and instruction in the automotive frame and suspension systems, the method of operation and control and the safety of the vehicle. Straightening of frames, unitized underbodies and front wheel alignment. Prerequisites: AUT 1112, AUT 1113, MAT 1101.

AUT 1117 Auto Body Reconditioning I

F Credit 2(1-5)

Study and application of the basic principles of straightening, aligning, and painting damaged areas. Basic fundamentals of automotive body welding will be introduced.

AUT 1118 Auto Body Reconditioning II

W Credit 2(1-5)

Continuation of AUT 1117 with emphasis on straightening and preparing metals for painting.

AUT 1119 Auto Body Reconditioning III

S Credit 2(1-5)

Study and application of principles involving frame straightening, removing and replacing glass, trim, and accessories.

AUT 1120 Auto Body Reconditioning IV

SS Credit 2(1-5)

An overview of the principles related to the Automotive Body Repair industry. Emphasis will be placed on the final processing of the repaired vehicles prior to customer delivery.

AUT 1121 Braking Systems

F & S Credit 4(3-3)

A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis on how they operate, proper adjustment, and repair. Prerequisite: PHY 1102.

AUT 1124 Automotive Power Train Systems

SS Credit 6(3-9)

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 1102, AUT 1123.

AUT 1125 Automotive Servicing

SS Credit 6(3-9)

Emphasis on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing. Prerequisites: AUT 1123, AUT 1121, AHR 1101.

AUT 1128 Engine Electrical Systems

F Credit 1(1-2)

An introductory study of the automotive battery cranking mechanism, generator, ignition, and accessories wiring. Application of basic principles will be stressed.

AUT 1129 Air Cooled Engines I

F & S Credit 1(1-2)

An introductory study of the construction and operation of the fuel, ignition, oiling, combustion, and power systems of 2-cycle and 4-cycle internal combustion engines.

AUT 1130 Air Cooled Engines II

W & SS Credit 1(1-2)

Development of skills necessary to trouble-shoot and repair single cylinder, 2-cycle and 4-cycle engines will be emphasized.

PME 1101 Internal Combustion Engine

F Credit 8(3-15)

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems, proper lubrication, and methods of testing, diagnosing and repairing.

PME 1102 Engine Electrical and Fuel Systems

W Credit 9(5-12)

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring, fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

BUSINESS**BUS 1103 Small Business Operations**

SS Credit 3(3-0)

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

BUS 1105 Industrial Organizations

SS Credit 3(3-0)

Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

AUT 1123 Automotive Chassis and Suspension Systems

S Credit 6(3-9)

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied: shock absorbers, springs, steering systems, steering linkage, and front-end alignment. Prerequisite: PME 1102.

DRAFTING AND DESIGN

DFT 1101 Schematics & Diagrams: Power Mechanics W Credit 2(1-3)

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1104 Blueprint Reading: Mechanical F Credit 2(1-3)

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures, and notes.

DFT 1105 Blueprint Reading: Mechanical W Credit 2(1-3)

Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information, and processes. Prerequisite: DFT 1104.

DFT 1106 Blueprint Reading: Mechanical S Credit 2(1-3)

Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction, and assembly. Prerequisite: DFT 1105.

DFT 1107 Blueprint Reading: Building Trades Credit 1(1-2)

Interpretation and reading of construction blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning, procedures, and notes.

DFT 1108 Drafting: Building Trades Credit 1(1-2)

An introduction to architectural drafting. Principles of individual room design, preliminary layout, working drawings, and floor plans will be studied. Mechanical elements will be introduced. Prerequisite: DFT 1121 or T-DFT 101.

DFT 1121 Engineering Drawing I F Credit 6(1-10)

Introduction to the field of engineering drawing as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing, including sectioning. Prerequisite: None.

DFT 1122 Engineering Drawing II W Credit 6(1-10)

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolutions, shop processes, tolerancing, and threads, fasteners, and springs are included. Introduction to detail and assembly drawings, with dimensioning practices for them approved by the United States of America Standards Institute. Prerequisite: DFT 1121.

DFT 1125 Descriptive Geometry S Credit 3(2-3)

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Stress on practical design problems with analytical verification where applicable. Stress on visualization of every problem. Prerequisite: DFT 1122, MAT 1103.

DFT 1131 Engineering Drawing III S Credit 6(1-10)

Applications and construction of charts, graphs, and nomographs in engineering and technical data. Axonometric and oblique projections, perspective, and intersection and developments of various types of geometrical objects. Also covers basic mechanisms of motion transfer, gears and cams, with drawings to emphasize methods of specifying, calculating, dimensions, and delineating. Prerequisite: DFT 1122.

DFT 1132 Mechanical, Electrical and Architectural Drawing SS Credit 9(3-12)

An introduction to architectural drafting and design. Principles of individual room design, preliminary layout, working drawings and floor and plot plans. To include study of roofs, elevations and sections, stairways, fireplaces and chimneys, and of mechanical elements such as building construction, structural calculations and of electrical, plumbing, and heating plans. Prerequisite: DFT 1131.



ELECTRICITY

ELC 1112 Direct and Alternating Current

F Credit 10(5-15)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELN 1122 Vacuum Tubes and Circuits

W Credit 9(5-12)

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes, and simple voltage amplifier circuits. Prerequisite: ELC 1112, MAT 1101.

ELN 1123 Amplifier Systems

W Credit 4(2-7)

An introduction to commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment. The operation and servicing of inter-communication amplifiers and switching circuits. Prerequisites: MAT 1101, ELC 1112.

ELN 1125 Radio Receiver Servicing

S Credit 4(2-6)

Principles of radio reception and practices of servicing; includes block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components and the alignments of AM and FM receivers. Prerequisites: ELN 1123, ELN 1122.

ELN 1126 Transistor Theory and Circuits

S Credit 8(4-12)

Transistor theory, operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits. Prerequisite: ELN 1123.

ELN 1127 Television Receiver Circuits and Servicing SS Credit 11(5-18)

A study of principles of television receivers, alignments of radio and intermediate frequency amplifiers, and adjustment of horizontal and vertical sweep circuits. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment. Additional study of more specialized servicing techniques and oscilloscope waveform analysis to be used in the adjustment and troubleshooting. Prerequisites: ELN 1126, ELN 1125.

ELN 1128 Direct and Alternating Current F Credit 2(1-4)

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law.

ELN 1129 Vacuum Tubes and Circuits W Credit 2(1-4)

An introduction to vacuum tubes and their development; the theory, characteristics and operation of vacuum diodes, semi-conductor diodes, rectifier circuits, filter circuits, triodes, and simple voltage amplifier circuits.

ELN 1130 Radio Receiver Servicing S Credit 2(1-4)

Principles of radio reception and practices of servicing; includes block diagrams of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components, and the alignments of AM and FM receivers.

ELN 1131 Television Receiver Circuits and Servicing SS Credit 2(1-4)

A study of principles of television receivers, alignments of radio and intermediate frequency amplifiers, and adjustment of horizontal and vertical sweep circuits. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment. Additional study of more specialized servicing techniques.

ENGLISH

ENG 1101 Reading Improvement W, S Credit 2(2-0)

Designed to improve the student's ability to read rapidly and accurately. Use of special machines for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units.

ENG 1102 Communications Skills S, SS Credit 3(3-0)

Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.

MATHEMATICS

MAT 1101 Fundamentals of Mathematics F Credit 5(5-0)

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication, division, powers and square roots. Common fractions, decimals, percentages, proportions and formulas are topics covered. These topics are applied to the student's major area of study.

MAT 1103 Geometry W Credit 3(3-0)

Definitions and theorems related to straight lines, circles and triangles are studied. Geometric principles are applied to drafting and shop operations. Calculations involving the manufacturing of gears studied. Prerequisite: MAT 1101.

MAT 1104 Trigonometry S Credit 3(3-0)

The six trigonometric ratios are used to solve right triangles. Practical problems involving right triangles are solved by the student. Prerequisite: MAT 1103.

MAT 1115 Electrical Math

S Credit 5(5-0)

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution first order equations; use of letters and signs; grouping; factoring; exponents; ratios and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MAT 1120 Collision Estimates

S Credit 3(3-0)

A study of the fundamentals of appraisal of damaged vehicles. Repair estimates will be made utilizing collision estimate tables, parts books, and labor-time estimate tables. Actual comparisons of the student's estimate and those of a professional insurance appraiser.

MAT 1123 Machinist Mathematics

S, S Credit 3(3-0)

A continuation of MAT 1104. Practical problems furnish the student with experience in applying geometry and trigonometry to machine shop operations. Prerequisite: MAT 1104.



MAT 1124 Tool and Die Mathematics I

W Credit 3(3-0)

The contents of this course is: logarithms, solution of oblique triangles, solid geometry, solid trigonometry and compound angles. Prerequisite: MAT 1123.

MAT 1125 Tool and Die Mathematics II

S Credit 3(3-0)

The topics studied in MAT 1101, MAT 1103, MAT 1104, MAT 1123, and MAT 1124 are applied to shop operations. This is a course in problem solving. Prerequisite: MAT 1124.

MACHINIST COURSES**MEC 1101 Machine Shop Theory and Practice I**

F Credit 8(3-15)

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines introduced both in theory and practice.



MEC 1102 Machine Shop Theory and Practice II W Credit 7(3-12)

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. An introduction to the basic operations on the cylindrical grinder. Projects encompassing all the operations, tools and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101.

MEC 1103 Machine Shop Theory and Practice III S Credit 7(3-12)

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes and calculating, cutting and measuring of spur, helical, and worm gears and wheels. Use of precision tools and measuring instruments such as vernier height gages, protractors, comparators, etc. Basic exercises on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1102.

MEC 1104 Machine Shop Theory and Practice IV SS Credit 7(3-12)

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing good work habits and attitudes acceptable to the industry. Prerequisite: MEC 1103.

MEC 1105 Machine Shop Theory and Practice V F Credit 10(4-18)

Development of advanced class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes in machine shop operations. Special emphasis on developing good work habits and attitudes acceptable to industry. Prerequisites: MEC 1101, MEC 1102, MEC 1103, MEC 1104.

MEC 1113 Shop Processes F Credit 3(1-5)

Study of practices used in metalworking shops: introduction to how materials can be utilized, and to the processes of shaping, forming, and fabricating of metals. Demonstration of the metalworking lathes, grinders, drills, milling machines, shapers, planers, saws, broachers, gearcutting machines, and finishing machines. A study of the capabilities of these machines.

MEC 1115 Properties of Ferrous and Non-Ferrous Metals W Credit 3(2-3)

Investigation of the properties of metals and tests to determine their uses. Instructions include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Topics for study: physical metallurgy of ferrous and non-ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for steel, surface treatments, alloy of special steel, classification of steels, and cast iron.

MEC 1151 Tool Making: Jigs & Fixtures F Credit 5(2-9)

This course is designed to help the student become more proficient in working to very close tolerances. The student will learn the best methods of fastening parts together, clamping, and locating methods and the application of jigs and fixtures to production machining. Emphasis is stressed throughout on the quality of workmanship and precision tolerances. Prerequisite: Machinist II.

MEC 1152 Tool Making: Gages and Special Tools F Credit 3(1-5)

A study of precision gages will be made. Special tools and their application to production are studied. The student will have practice in making plug gages, ring gages, snap gages, etc. The student will also have project work in the making of special slide tools, form tools, and fly cutters. Prerequisite: Machinist II.

MEC 1153 Advanced Tool Making S Credit 4(1-9)

A continuation of tool making practices. Project work consisting of complicated jigs and fixtures, including pneumatic operated fixtures and power clamping methods. Further instructions given in form grinding and form dressing procedures, surface, finishes, precision tolerances, and general tool making practices. Prerequisite: Machinist II.

MEC 1154 Die Making I

F Credit 4(2-6)

This course is designed to introduce the student to the principles of Dies and Die Making. Simple piercing and blanking dies will be studied and the student acquainted with terminology common to the trade. Accuracy, surface finish, importance of clearances radiuses and the press cycle will be studied. Student will build and set up for production a simple die, working from blueprints and maintaining specified accuracy. Prerequisites: Machinist II.

MEC 1155 Die Making II

W Credit 5(2-9)

A continuation of the study of dies, the dangers of insufficient and excessive cutting clearances, and methods of providing angular clearances. Factors affecting stripping forces will be discussed along with bending stresses, deformation due to bending and the bend allowance curve. Student will build a form and bending die. Development of correct working habits and close tolerance machining is stressed. Prerequisite: Machinist II.

MEC 1156 Die Making III

S Credit 5(2-8)

The theory and design of progressive dies will be studied. The student will be given instruction in the location of pilots, the progressive cam stages, grinding operations, and blank development. The student will machine, assemble, and set up a conventional progressive die involving three or more stages. Further theory and practice is given in plastics molds. Prerequisite: Machinist II.

MEC 1157 Pattern and Mold Making

W Credit 4(2-9)

This course is designed to acquaint the student with the design and construction of patterns and molds used in casting metal and plastic parts to be machined by the machinist. Differences between molds and dies, surface finishes, as well as casting procedures, will be stressed.

MEC 1159 Blueprint Reading and Inspection

W Credit 3(3-0)

This course is to enable the tool and die student to correctly interpret the more complicated die drawings. Methods of machining complicated parts will be discussed and lab practice for inspection of die components will be held. Prerequisite: Machinist II.

MEC 1160 Special Problems

S Credit 3(2-3)

This course consists of projects that present problems in machining methods and cost. Special projects will be presented in jig boring and duplicator work, short life jigs and welding fixtures and special angle radius and curricular problems; field trips, to acquaint the student more fully with needs for production tooling, will be a part of this course. Prerequisite: Machinist II.

MEC 1181 Precision Machines

W Credit 9(4-15)

To develop skills and understanding of machine precision parts by use of cylindrical grinder, use of magnetic sine table in conjunction with surface grinder, use of optical measuring equipment and precision end rods on machines so equipped, and methods and procedures of checking and inspecting precision parts, maintaining good housekeeping and safe working habits in all phases.

MEC 1184 Advanced Machine Processes

S Credit 9(4-15)

To further acquaint the student with advanced set-ups and operation of machines for mass production. Instruction will be given on the turret lathe, milling machine, cylindrical grinder and other production machines. To motivate the student to apply himself to find ways and means of improving methods of production and manufacturing processes.

PHYSICS

PHY 1101 Applied Science

F, W, S Credit 5(5-0)

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

PHY 1102 Applied Science

W, S, SS Credit 5(5-0)

The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101.

PSYCHOLOGY

PSY Human Relations

F, S, Credit 3(3-0)

A study of basic principles of human behavior. Problems of individual studied in relation to society, group membership, and relationships within the work situation.

WELDING

WLD 1101 Basic Gas Welding

F, SS Credit 2(1-3)

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice given for surface welding, bronze welding, silver soldering, and flame-cutting methods applicable.

WLD 1102 Welding

F Credit 1(1-5)

Introduction to basic principles and practices of arc welding. Mild steel will be utilized in the flat, horizontal, and overhead positions. Safety of welding will be stressed.

WLD 1103 Welding

S Credit 1(1-5)

A continuation of WLD 1102. Basic gas welding and cutting will be introduced.

WLD 1104 Welding

S Credit 1(1-5)

An in depth study and application of the skills necessary to weld with gas equipment.

WLD 1105 Welding

SS Credit 1(1-5)

Inert gas welding, wire welding, and pipe welding will receive major emphasis. A review of arc and gas welding will be conducted.

WLD 1105 Auto Body Welding

W Credit 2(1-3)

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strengths and weaknesses of welded joints. Emphasis on safety procedures throughout the course. Prerequisite: WLD 1101.

WLD 1112 Mechanical Testing and Inspection

S Credit 2(1-3)

The standard methods for mechanical testing of welds. Introduced to the various types of tests and testing procedures and performance of the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered; bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc. Prerequisites: WLD 1120, WLD 1121.

WLD 1120 Oxacetylene Welding and Cutting

F Credit 7(3-12)

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units, welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds. Prerequisite: None.

**WLD 1121 Arc Welding****W Credit 7(3-12)**

The operation of AC transformers and DC motor generator arc welding sets. Studies of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Emphasis on safety procedures in the use of tools and equipment. Prerequisite: None.

WLD 1122 Commercial and Industrial Practices**S Credit 6(3-9)**

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedural steps necessary to build the product, and then actually following these directions to build the product. Emphasis on maintenance and repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection. Prerequisites: WLD 1120, WLD 121.

WLD 1123 Inert Gas Welding**S Credit 2(1-2)**

Introduction and practical operations in the use of inert-gas-shield arc welding. A study of the equipment, safety and practices in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filter rods, process variations and applications, manual and automatic welding. Prerequisites: WLD 1120, WLD 1121.

WLD 1124 Pipe Welding**S Credit 7(3-12)**

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code. Prerequisite: WLD 1121.

WLD 1125 Certification Practices**S Credit 5(3-6)**

Involves practice in welding the various materials to meet certification standards. Use of various tests including the guided bend and the tensile strength tests to check the quality of work. Emphasis on attaining skill in producing quality welds. Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

EXCELLENCE IN EDUCATION



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TECHNICAL EDUCATION



TECHNICAL PROGRAMS

Courses in the Technical Program are designed to meet the increasing demand for high level industrial and technical skills. The programs are planned to prepare students to earn a living as technical personnel in either agriculture, business, industry, government, the health occupations, or as owner-operators of their own businesses.

Technical programs are not intended for transfer to a four-year college or university. These curricula require two years for completion and are similar to professional engineering curricula, but briefer and more technical in content. The primary objective is employment and further growth through occupational experience. An Associate in Applied Science Degree is awarded students completing the technical programs.

Students choosing to enter a technical program must meet educational aptitude requirements applicable to the individual course of their choosing. Students must have a well-rounded educational background in mathematics and in science and possess adult maturity with a general aptitude for advanced training.

PROGRAMS OF STUDY

Accounting	Mechanical Technology
Agricultural Business	Nursing
Business Administration	Ornamental Horticulture (proposed)
Electrical Technology	Police Science and Criminology
Executive Secretarial	Soil and Water Conservation
Journalism	

See general admission requirements and procedures on page 13.

TUITION AND FEES—See page 16 (General Information Section.)



ACCOUNTING

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	101	Introduction to Business (or Bus 101 Typewriting)	3	0	3
T-MAT	110	Business Mathematics	5	0	5
T-ECO	102	Economics	3	0	3
BUS	211	Accounting	4	1	4
			18	1	18
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-BUS	123	Business Finance	3	0	3
T-ECO	104	Economics	3	0	3
BUS	212	Accounting	4	1	4
		Elective	3	0	3
			16	1	16
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	124	American Industries	3	0	3
BUS	213	Accounting	4	1	4
T-BUS	110	Office Machines	2	2	3
		Elective	3	0	3
			15	3	16
FOURTH QUARTER					
T-ENG	204	Oral Communications	3	0	3
T-BUS	235	Business Management	3	0	3
T-BUS	222	Accounting	5	0	5
		Social Science Elective	5	0	5
			16	0	16
FIFTH QUARTER					
T-ENG	206	Business Communications	3	0	3
BUS	201	Business Law	3	0	3
T-BUS	271	Office Management	3	0	3
T-BUS	223	Accounting	4	0	4
T-BUS	225	Cost Accounting	4	0	4
			17	0	17
SIXTH QUARTER					
BUS	202	Business Law	3	0	3
T-BUS	229	Taxes	5	0	5
T-EDP	104	Introduction to Data Processing	3	0	3
T-BUS	269	Auditing	3	0	3
T-PSY	206	Applied Psychology	3	0	3
			17	0	17
Total Credit Hours					100

AGRICULTURAL BUSINESS

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-MAT	110	Business Math	5	0	5
T-AGR	170	Plant Science	5	2	6
BUS	211	Accounting	4	1	4
			—	—	—
			17	3	18
SECOND QUARTER					
T-CHM	101	Chemistry	4	2	5
T-ENG	102	Composition	3	0	3
T-AGR	185	Soil Science & Fertilizers	5	2	6
BUS	212	Accounting	4	1	4
			—	—	—
			16	5	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-BUS	110	Office Machines	2	2	3
T-AGR	125	Animal Science	5	2	6
BUS	213	Accounting	4	1	4
			—	—	—
			14	5	16
FOURTH QUARTER					
T-AGR	104	Introduction to Agricultural Economics	3	0	3
T-ENG	204	Oral Communications	3	0	3
T-BUS	239	Marketing	3	0	3
		Social Science Elective	5	0	5
		Business or Agricultural Elective	3	0	3
			—	—	—
			17	0	17
FIFTH QUARTER					
T-BUS	123	Business Finance	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
T-AGR	201	Agricultural Chemicals	3	2	4
T-AGR	204	Farm Business Management	4	2	5
T-AGR	218	Agricultural Mechanization	3	2	4
			—	—	—
			16	6	19
SIXTH QUARTER					
T-AGR	274	Pasture & Forage Crops	3	2	4
T-AGR	279	Farm Forestry	3	2	4
		Agricultural Elective	3	2	4
		Social Science Elective	5	0	5
			—	—	—
			14	6	17
Total Credit Hours					105

BUSINESS ADMINISTRATION

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours
Class	Lab.	Credit		
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-BUS 101	Introduction to Business	3	0	3
T-MAT 110	Business Mathematics	5	0	5
T-ECO 102	Economics	3	0	3
BUS 211	Accounting	4	1	4
		—	—	—
		18	1	18
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 123	Business Finance	3	0	3
T-ECO 104	Economics	3	0	3
BUS 212	Accounting	4	1	4
	Elective	3	0	3
		—	—	—
		16	1	16
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 124	American Industries	3	0	3
BUS 213	Accounting	4	1	4
T-BUS 110	Office Machines	2	2	3
	Elective	3	0	3
		—	—	—
		15	3	16
FOURTH QUARTER				
T-ENG 204	Oral Communications	3	0	3
T-BUS 239	Marketing	3	0	3
T-BUS 235	Business Management	3	0	3
	Social Science Elective	5	0	5
	Elective (or Bus 101 Typewriting)	3	0	3
		—	—	—
		17	0	17
FIFTH QUARTER				
T-ENG 206	Business Communications	3	0	3
BUS 201	Business Law	3	0	3
T-BUS 272	Principles of Supervision	3	0	3
T-BUS 245	Retailing	3	0	3
	Elective	3	0	3
		—	—	—
		15	0	15
SIXTH QUARTER				
BUS 202	Business Law	3	0	3
T-BUS 229	Taxes	5	0	5
T-EDP 104	Introduction to Data Processing	3	0	3
T-BUS 246	Transportation	3	0	3
T-PSY 206	Applied Psychology	3	0	3
		—	—	—
		17	0	17
Total Credit Hours				99

ELECTRICAL TECHNOLOGY

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours
			Class	Credit
FIRST QUARTER				
T-ENG	101	Grammar	3	3
T-MAT	101	Algebra and Trigonometry I	5	5
T-PHY	101	Physics: Properties of Matter	3	4
T-ELC	101	Fundamentals of Electricity I	4	6
			15	18
SECOND QUARTER				
T-ENG	102	Composition	3	3
T-MAT	102	Algebra and Trigonometry II	5	5
T-PHY	102	Physics: Work, Energy, & Power	3	4
T-ELC	102	Fundamentals of Electricity II	4	6
			15	18
THIRD QUARTER				
T-PHY	201	Physics: Light & Sound	3	4
T-MAT	103	Differential Calculus	5	5
T-ELN	105	Fundamentals of Electronics	5	7
T-MEC	106	Statics	5	5
			18	21
FOURTH QUARTER				
T-DFT	101	Engineering Drawing I	1	3
T-MAT	201	Integral Calculus	5	5
T-ELN	208	Industrial Electronics	5	6
T-ELN	201	Electronic Instruments and Measurements	1	3
T-MEC	205	Strength of Materials	3	4
			15	21
FIFTH QUARTER				
T-ENG	204	Oral Communications	3	3
T-ELC	225	Electrical Controls and Circuits	3	4
T-ELC	215	Electrical Machines	5	6
T-DFT	102	Engineering Drawing II	1	3
			12	16
SIXTH QUARTER				
T-ENG	103	Report Writing	3	3
T-ELC	230	Electrical Power Systems	4	5
T-ELC	235	Planning Electrical Installations	3	5
		Electives*	6	6
			16	19
Total Credit Hours				113

*These electives to be selected from among history, humanities, or social science courses.

EXECUTIVE SECRETARIAL

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	
			Class	Lab.	Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-BUS	101	Introduction to Business (or Bus 101 Typewriting)	3	0	3
T-MAT	110	Business Math	5	0	5
BUS	104	Shorthand	3	2	4
T-ECO	102	Economics	3	0	3
			17	2	18
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
BUS	102	Typewriting	2	3	3
BUS	105	Shorthand	3	2	4
BUS	211	Accounting	4	1	4
		Elective	3	0	3
			15	6	17
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
BUS	103	Typewriting	2	3	3
BUS	106	Shorthand	3	2	4
T-BUS	112	Filing	3	0	3
T-BUS	114	Payroll Accounting	3	0	3
			14	5	16
FOURTH QUARTER					
T-ENG	204	Oral Communications	3	0	3
T-BUS	205	Advanced Typewriting	1	2	2
T-BUS	206	Dictation and Transcription	3	2	4
T-BUS	110	Office Machines	2	2	3
		Elective	3	0	3
			12	6	15
FIFTH QUARTER					
T-ENG	206	Business Communications	3	0	3
T-BUS	207	Dictation and Transcription	3	2	4
T-BUS	271	Office Management	3	0	3
BUS	201	Business Law	3	0	3
T-BUS	211	Office Machines	2	2	3
			14	4	16
SIXTH QUARTER					
T-BUS	208	Dictation and Transcription	3	2	4
T-BUS	214	Secretarial Procedures	3	2	4
T-EDP	104	Introduction to Data Processing	3	0	3
T-PSY	112	Personality Development	3	0	3
T-BUS	229	Taxes	5	0	5
			17	4	19
Total Credit Hours					101

JOURNALISM

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
ENG	101	English Composition	3	0	3
BUS	101	Typewriting (or Elective)	2	3	3
T-BUS	101	Introduction to Business	3	0	3
T-ECO	102	Economics	3	0	3
T-JOU	101	Introduction to Journalism	3	3	4
			—	—	—
			14	6	16
SECOND QUARTER					
ENG	102	English Composition	3	0	3
BUS	201	Business Law	3	0	3
T-MAT	110	Business Mathematics	5	0	5
		or			
MAT	111	College Algebra	(5)	(0)	(5)
T-JOU	102	Reporting and Newswriting	3	3	4
			—	—	—
			14	3	15
THIRD QUARTER					
ENG	103	English Composition	3	0	3
BUS	202	Business Law	3	0	3
ENG	111	Public Speaking	5	0	5
T-JOU	103	Reporting and Newswriting	3	3	4
T-BUS	124	American Industries	3	0	3
			—	—	—
			17	3	18
FOURTH QUARTER (Summer)					
T-JOU	201	Supervised Work Experience	0	30	10
T-JOU	202	Journalism Seminar	2	0	2
			—	—	—
			2	30	12
FIFTH QUARTER					
SOC	201	Principles of Sociology	5	0	5
HIS	207	United States History	5	0	5
T-JOU	203	Editing Copy	3	3	4
T-PSC	101	Introduction to Law Enforcement	5	0	5
			—	—	—
			18	3	19
SIXTH QUARTER					
POL	202	State and Local Government	5	0	5
HIS	208	United States History	5	0	5
ENG	214	American Literature	5	0	5
T-JOU	204	News Photography	2	3	3
		or			
ENG	205	English Literature	(5)	(0)	(5)
			—	—	—
			17	3	18
			or		or
			(20)		(20)

SEVENTH QUARTER

ART	101	Introduction to Art or	5	0	5
MUS	111	Music Appreciation	(5)	(0)	(5)
ENG	215	American Literature	5	0	5
T-PSY	206	Applied Psychology	3	0	3
T-JOU	205	Public Affairs, Investigative, and Interpretative Reporting	3	3	4
			16	3	17
Total Credit Hours					115



MECHANICAL TECHNOLOGY — Drafting & Design

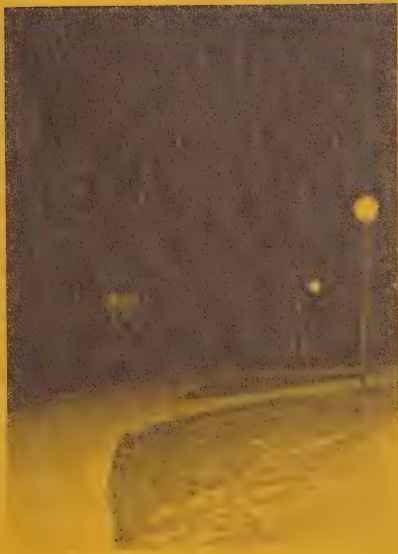
SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-MAT	101	Algebra and Trigonometry I	5	0	5
T-PHY	101	Physics: Properties of Matter	3	2	4
T-DFT	101	Engineering Drawing I	1	5	3
T-MEC	101	Machine Processes	1	5	3
			—	—	—
			13	12	18
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-MAT	102	Algebra and Trigonometry II	5	0	5
T-PHY	102	Physics: Work, Energy, and Power	3	2	4
T-DFT	102	Engineering Drawing II	1	5	3
T-MEC	102	Machine Processes II	1	5	3
			—	—	—
			13	12	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-MAT	103	Differential Calculus	5	0	5
T-PHY	103	Physics: Electricity	3	2	4
T-MEC	106	Statics	5	0	5
T-DFT	103	Engineering Drawing III	1	5	3
			—	—	—
			17	7	20
FOURTH QUARTER					
T-MEC	205	Strength of Materials I	3	2	4
T-ENG	204	Oral Communication	3	0	3
T-MAT	201	Integral Calculus	5	0	5
T-DFT	204	Descriptive Geometry	2	4	4
T-MEC	210	Physical Metallurgy I	3	3	4
			—	—	—
			16	9	20
FIFTH QUARTER					
T-MEC	208	Machine Design I	5	0	5
T-MEC	206	Strength of Materials II	3	2	4
T-MEC	211	Physical Metallurgy II	3	3	4
T-DFT	201	Mechanical, Electrical, Architectural Drawing	1	5	3
			—	—	—
			12	10	16

SIXTH QUARTER

T-MEC	209	Machine Design II	5	0	5
T-MEC	206	Strength of Materials II	3	2	4
T-MEC	235	Fluid Mechanics	3	3	4
		Electives*	6	0	6
T-DFT	211	Mechanisms	3	2	4
			20	7	23
Total Credit Hours					117

*These electives to be selected from among history, humanities, or social science courses.



NURSING

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week		Quarter Hours
			Class	Lab.	Credit
FIRST QUARTER					
T-NSG	101	Nursing I (Foundations)	5	6	7
BIO	104	General Biology	3	3	4
ENG	101	English	3	0	3
PSY	201	Psychology	5	0	5
			—	—	—
			16	9	19
SECOND QUARTER					
T-NSG	102	Nursing II (Foundations)	5	6	7
BIO	206	Human Anatomy & Physiology	3	3	4
ENG	102	English	3	0	3
PSY	202	Child Psychology	5	0	5
			—	—	—
			16	9	19
THIRD QUARTER					
T-NSG	103	Nursing III (Maternal & Infant)	5	6	7
BIO	207	Human Anatomy & Physiology	3	3	4
ENG	103	English	3	0	3
PSY	203	Adolescent Psychology	5	0	5
			—	—	—
			16	9	19
FOURTH QUARTER					
T-NSG	104	Nursing IV (Mental & Physical Health Problems)	5	15	10
			—	—	—
			5	15	10
FIFTH QUARTER					
T-NSG	201	Nursing V (Mental & Physical)	5	12	9
T-PSY	207	Abnormal Psychology	3	0	3
SOC	201	Sociology	5	0	5
			—	—	—
			13	12	17
SIXTH QUARTER					
T-NSG	202	Nursing VI (Mental & Physical)	5	12	9
POL	202	State & Local Government	5	0	5
		Elective	3	0	3
			—	—	—
			13	12	17
SEVENTH QUARTER					
T-NSG	203	Nursing VII (Mental & Physical)	6	18	12
T-NSG	204	Nursing VIII (Trends & Issues)	3	0	3
			—	—	—
			9	18	15
Total Credit Hours					116



ORNAMENTAL HORTICULTURE

(Proposed for 1971-1972)

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

85

			Hours Per Week	Quarter Hours
			Class	Lab. Credit
FIRST QUARTER				
T-ENG	101	Grammar	3	0 3
T-ECO	102	Economics	3	0 3
T-AGR	170	Plant Science	5	2 6
T-AGR	151	Plant Materials	2	4 4
			—	—
			13	6 16
SECOND QUARTER				
T-ENG	102	Composition	3	0 3
T-MAT	111	Agricultural Math	5	0 5
T-AGR	185	Soil Science & Fertilizers	5	2 6
T-CHM	101	Chemistry	4	2 5
			—	—
			17	4 19
THIRD QUARTER				
T-ENG	103	Report Writing	3	0 3
T-AGR	152	Plant Materials II	2	4 4
T-AGR	155	Arboriculture	3	2 4
T-AGR	165	Plant Pathology	3	2 4
T-AGR	254	Plant Propagation	3	2 4
			—	—
			14	10 19

FOURTH QUARTER

T-ENG	204	Oral Communications	3	0	3
T-AGR	251	Landscape Gardening I	3	2	4
		Social Science Elective	5	0	5
T-AGR	256	Nursery Management I	3	2	4
T-AGR	153	Greenhouse Management I	3	2	4
			17	6	20

FIFTH QUARTER

T-BUS	123	Business Finance	3	0	3
T-BUS	245	Retailing	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
T-AGR	201	Agricultural Creminicals	3	2	4
T-AGR	154	Greenhouse Management II	2	2	3
			14	4	16

SIXTH QUARTER

T-AGR	258	Turf Management	3	2	4
T-AGR	257	Nursery Management II	3	2	4
T-AGR	252	Landscape Gardening II	2	4	4
		Social Science Elective	3	0	3
T-AGR	145	Entomology	2	2	3
			13	10	18

Total Credit Hours 108



POLICE SCIENCE AND CRIMINOLOGY

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week Class	Lab.	Quarter Hours Credit
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-PSC	101	Introduction to Law Enforcement	5	0	5
T-PSC	201	Traffic Planning and Management	5	0	5
		Elective	3	0	3
			—	—	—
			16	0	16
SECOND QUARTER					
T-ENG	102	Composition	3	0	3
T-MAT	112	Police Mathematics	5	0	5
T-CHM	101	Chemistry	4	2	5
T-PSC	102	Introduction to Criminology	5	0	5
			—	—	—
			17	2	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-PSC	110	Police Role in Crime and Delinquency	5	0	5
T-PSC	225	Criminal Procedure	5	0	5
		Elective	3	0	3
			—	—	—
			16	0	16
FOURTH QUARTER					
SOC		Sociology Elective	5	0	5
POL		Political Science Elective	5	0	5
T-ENG	204	Oral Communications	3	0	3
T-PSC	115	Criminal Law	5	0	5
			—	—	—
			18	0	18
FIFTH QUARTER					
PSY		Psychology Elective	5	0	5
POL		Political Science Elective	5	0	5
T-PSC	205	Criminal Evidence	5	0	5
T-PSC	210	Criminal Investigation	5	0	5
			—	—	—
			20	0	20
SIXTH QUARTER					
PSY		Psychology Elective	5	0	5
T-PSC	211	Introduction to Criminalistics	4	3	5
T-PSC	220	Police Organization and Administration	5	0	5
		Elective	3	0	3
			—	—	—
			17	3	18
Total Credit Hours					106

SOIL & WATER CONSERVATION

SUGGESTED SEQUENCE OF COURSES BY QUARTERS

			Hours Per Week	Quarter Hours	Credit
			Class	Lab.	
FIRST QUARTER					
T-ENG	101	Grammar	3	0	3
T-PHY	101	Physics: Properties of Matter	3	2	4
T-MAT	111	Agricultural Math	5	0	5
T-AGR	170	Plant Science	5	2	6
			—	—	—
			16	4	18
SECOND QUARTER					
T-CHM	101	Chemistry	4	2	5
T-ENG	102	Composition	3	0	3
T-AGR	185	Soil Science & Fertilizers	5	2	6
		Agricultural Elective	3	2	4
			—	—	—
			15	6	18
THIRD QUARTER					
T-ENG	103	Report Writing	3	0	3
T-AGR	125	Animal Science	5	2	6
T-AGR	285	Soil Fertility	3	2	4
T-AGR	286	Soil Classification	3	2	4
			—	—	—
			14	6	17
FOURTH QUARTER					
T-DFT	101	Engineering Drawing I	1	5	3
T-AGR	104	Introduction to Agricultural Economics	3	0	3
T-ENG	204	Oral Communications	3	0	3
T-AGR	289	Soil & Water Engineering	2	6	4
T-AGR	290	Introduction to Soil Conservation	3	4	5
			—	—	—
			12	15	18
FIFTH QUARTER					
T-AGR		Agricultural Chemicals	3	2	4
T-AGR	218	Agricultural Mechanization	3	2	4
		Agricultural Elective	4	2	5
		Social Science Elective	5	0	5
			—	—	—
			15	6	18
SIXTH QUARTER					
T-AGR	274	Pasture & Forage Crops	3	2	4
T-AGR	279	Farm Forestry	3	2	4
T-AGR	291	Applied Soil Conservation	3	4	5
		Agricultural Elective	3	2	4
			—	—	—
			12	10	17
Total Credit Hours					106

TECHNICAL COURSE DESCRIPTIONS

The courses listed below constitute the content of the Technical Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence with prerequisite courses taken as indicated.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter with the exception of laboratories.

Provided for each course is the following information: subject number, title, number of hours of credit and, in parentheses, the number of lecture hours and the number of laboratory hours each week. See page 27 for course numbering.



AGRICULTURE

T-AGR 104 Introduction to Agricultural Economics F Credit 3(3-0)

An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms.

T-AGR 125 Animal Science S Credit 6(5-2)

An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion along with the selection, feeding, improvement, processing and marketing of livestock.

T-AGR 145 Entomology S Credit 3(2-2)

This course is intended to give the student a basic understanding of insects that attack ornamental plant materials. The nature, structure, and importance of each insect is studied. Additional emphasis is placed upon detection, identification, and control of the insects studied.

T-AGR 150 General Horticulture F,S Credit 4(3-2)

A course dealing with horticulture principles and the application of plant science fundamentals to horticulture practices.

T-AGR 151 Plant Materials I F Credit 4(2-4)

Introduction to the study of woody plant materials which gives an overview of the woody plants grown in nurseries for landscape purposes and those found in woodlands and fields of North Carolina. Deciduous shrubs and small trees are emphasized in this course.

T-AGR 152 Plant Materials II S Credit 4(2-4)

A continuation of T-AGR 151 in which additional trees and shrubs are studied; however, major emphasis is placed upon the detailed study of broad leaved and narrow leaved evergreens.

T-AGR 153 Greenhouse Management I F Credit 4(3-2)

Fundamentals and practices in greenhouse plant production. Construction and management of plastic and glass greenhouses, including the control of heat, light, ventilation, and humidity. Crops studies include both cut flower and pot plant crops.

T-AGR 154 Greenhouse Management II W Credit 3(2-2)

A continuation of T-AGR 153 with additional emphasis on greenhouse and plant environment.

T-AGR 155 Arboriculture S Credit 4(3-2)

Arboriculture involves the principles and practices of selection, use, establishment, and care of shade and ornamental trees. Practical applications in the course include climbing, pruning, bracing, and other physical operations required of skilled tree workers.

T-AGR 165 Plant Pathology S Credit 4(3-2)

The purpose of this course is to teach the student the control of diseases of ornamental crops through a basic knowledge of structure, life history, and identification of the various parasitic disorders which plague ornamental trees, shrubs, flowers, and turf.

T-AGR 170 Plant Science F Credit 6(5-2)

An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

T-AGR 185 Soil Science and Fertilizers**W Credit 6(5-2)**

A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation, and fertilization of the soil, and conservation of soil fertility.

T-AGR 201 Agricultural Chemicals**W Credit 4(3-2)**

A study of farm chemical pesticides, their ingredients, formulation, and farm application, with emphasis on the effective and safe use of chemicals in agricultural pest control.

T-AGR 204 Farm Business Management**W Credit 5(4-2)**

A review of the functions of the manager of a business firm and the problems he faces. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency and income of a farm. Review of procedures for evaluating the efficiency of the manager. Prerequisite: T-AGR 104.

T-AGR 218 Agricultural Mechanization**W Credit 4(3-2)**

A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems and other labor-saving devices.

T-AGR 228 Livestock Diseases and Parasites**S Credit 4(3-2)**

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control. Prerequisite: T-AGR 125.

T-AGR 251 Landscape Gardening I**F Credit 4(3-2)**

An introduction and study of the basic principles of landscape design. Considerable emphasis is placed on the problems associated with residential site development. Considerable laboratory time is devoted to visiting established residential sites. The course is not oriented toward a mastery of creativity and artistry, but simply toward an understanding of certain basic principles fundamental to all landscape design endeavors.

T-AGR 252 Landscape Gardening II**S Credit 4(2-4)**

Development and maintenance of landscape areas including planting, pruning, fertilization, and pest control. Fundamentals of landscape economics: costs, contracts, calculating areas, volumes, and plant quantities for landscape projects. Selection and use of materials in landscape construction.

T-AGR 254 Plant Propagation**S Credit 4(3-2)**

A study of basic concepts and principles of sexual and asexual propagation. Techniques are learned through practical exercises conducted in laboratory sessions. Emphasis is given to those propagation methods widely utilized in the industry.

T-AGR 256 Nursery Management I**F Credit 4(3-2)**

An introductory study of nursery operations to acquaint the student with the diversity of nursery plant production, equipment, and operation detail through the study of such areas as pruning, fertilization, plant protection, and others. Additional emphasis is placed on the theory and practices necessary to produce profitable nursery stock.

T-AGR 257 Nursery Management II**S Credit 4(3-2)**

A continuation of T-AGR with increased emphasis placed upon production schedules, choice and quantities of stock to be grown, as well as developing price establishing, and record keeping for economically important nursery crops. Planning of nursery layout and facilities will also be undertaken.

T-AGR 258 Turf Management**S Credit 4(3-2)**

A study of special-purpose turf grasses including identification, use, establishment, and maintenance of the specific grasses. The added laboratory time of this course permits field trips to golf courses where each student will observe and participate in those operations required to maintain a healthy, vigorous playing surface.

T-AGR 274 Pastures and Forage Crops**S Credit 4(3-2)**

A course dealing with the fundamentals of pastures and forage crops and management. A study of the major grasses and legumes of economic importance in North Carolina. Soil site relationships and plant adaptation will be stressed. Prerequisite: T-AGR 170.

T-AGR 278 Weed Identification and Control**S Credit 3(3-0)**

A study of the identification and control of the annual and perennial weeds of economic importance in North Carolina.

T-AGR 279 Farm Forestry**S Credit 4(3-2)**

A course dealing with the fundamentals of forestry and farm forestry problems, including planting, protecting, thinning, and harvesting.

T-AGR 285 Soil Fertility**S Credit 4(3-2)**

A course dealing with soil fertility principles. The application of these principles to the North Carolina soils, soil fertility evaluation, and soil conservation practices. Prerequisite: T-AGR 185.

T-AGR 286 Soil Classification**S Credit 4(3-2)**

A study of the classification of soils and the interpretation and evaluation of soil classification in determining soil management practices. Origin of soil; soil profile properties; soil survey programs and soil maps. Field study of selected soil series. Prerequisite: T-AGR 185.

T-AGR 289 Soil and Water Engineering**F Credit 4(2-6)**

Emphasis will be focused upon the practical engineering aspects and field techniques of soil and water conservation. The areas of study included are computation of land areas; theory, techniques and computation of differential and profile leveling. Also included will be the design and layout of terraces, open ditches, irrigation systems, and farm ponds.

T-AGR 290 Introduction to Soil Conservation**F Credit 5(3-4)**

An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soil forestry and recreation. Prerequisites: T-AGR 170, T-AGR 185.

T-AGR 291 Applied Soil Conservation**S Credit 5(3-4)**

A detailed study and on-site training, covering the proper servicing of conservation plans, revising plans, keeping plans current and up-to-date, maintenance of conservation measures applied to the land, and the procedure for keeping plans abreast of the times. Prerequisites: T-AGR 290, T-AGR 291.

BUSINESS

BUS 101 Typewriting

F, SS Credit 3(2-3)

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts.

T-BUS 101 Introduction to Business

F Credit 3(3-0)

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

BUS 102 Typewriting

W, SS Credit 3(2-3)

Emphasis on the development of speed and accuracy with further mastery of correct typewriting techniques. Application of these skills and techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 101 or the equivalent.



BUS 103 Typewriting S Credit 3(2-3)

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent.

BUS 104 Shorthand F Credit 4(3-2)

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 105 Shorthand W Credit 4(3-2)

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisites: BUS 104 or equivalent and BUS 101 or equivalent.

BUS 106 Shorthand S Credit 4(3-2)

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 105.

T-BUS 110 Office Machines F, S, SS Credit 3(2-2)

A general survey of the business and office machines. Training in techniques, processes, operation, and application of the ten-key adding machines, full keyboard adding machines, and calculators.

T-BUS 112 Filing S Credit 3(3-0)

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides.

T-BUS 114 Payroll Accounting S Credit 3(3-0)

The various phases of the Social Security Act and other laws relating to the payment of wages and salaries. Emphasis on the basic payroll systems and accounting methods used in computing wages and the time-keeping systems used to record time worked. Prerequisite: BUS 211.

T-BUS 123 Business Finance W Credit 3(3-0)

Financing of business units as individuals, partnerships, corporations, and trusts. A detailed study of short-term, long-term, and consumer financing.

T-BUS 124 American Industries S Credit 3(3-0)

A survey of twenty basic American industries with emphasis on different productive processes and contribution of these industries to the United States productive capacity.

T-BUS 201 Personal Finance W, SS Credit 3(3-0)

Designed to give practical help to the person who wants to do a better job of managing his personal finances. A study of personal financial planning, budgeting, buying on credit, borrowing money, using bank facilities, investing savings, buying all forms of insurance, home ownership, investing in securities, income taxes, social security, and medicare, retirement planning, and estate planning.

BUS 201 Business Law W Credit 3(3-0)

An introduction to business law acquainting the student with social forces, classes and sources of law, agencies for enforcement, and court procedure. Areas also covered are contracts, agency and employment, and negotiable instruments.

BUS 202 Business Law S Credit 3(3-0)

Includes the study of laws pertaining to personal property and bailments, sales of goods, insurance, government regulation of business, regulation of labor, civil and criminal liability, and business security. Prerequisite: BUS 201.

- T-BUS 205 Typewriting** F Credit 2(1-2)
Emphasis on the development of individual production rates. Review of letter forms, typing of reports and manuscripts, and statistical tabulation and centering techniques. Prerequisite: BUS 103.
- T-BUS 206 Dictation and Transcription** F Credit 4(3-2)
Development of the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: BUS 106.
- T-BUS 207 Dictation and Transcription** W Credit 4(3-2)
Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy in transcription. Prerequisite: T-BUS 206.
- T-BUS 208 Dictation and Transcription** S Credit 4(3-2)
Development of accuracy, speed, and vocabulary necessary to meet the stenographic requirements of business and professional offices. Prerequisite: T-BUS 207.
- T-BUS 211 Office Machines** W Credit 3(2-2)
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.
- BUS 211-212-213 Principles of Accounting** 211—F, W; 212—W, S, SS; 213—S, SS Credit Each 4(4-1)
Records of single proprietorships, partnerships, and corporations; year-end adjustments; work sheets; and preparation of financial statements.
- T-BUS 214 Secretarial Procedures** S Credit 4(3-2)
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. Procedures included: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
- T-BUS 222 Accounting** F Credit 5(5-0)
Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. Studies including the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 213.
- T-BUS 223 Accounting** W Credit 4(4-0)
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in-capital, retained earnings, and special analytical processes. Prerequisite: T-BUS 222.
- T-BUS 225 Cost Accounting** W Credit 4(4-0)
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost and standard cost principles and procedures; selling and distribution cost; budgets and executive use of cost figures. Prerequisite: BUS 213.
- T-BUS 229 Taxes** S Credit 5(5-0)
Application of federal taxes to various businesses and business conditions. A study of federal tax theory, interpretation of laws, and methods of filing taxes. Emphasis on income, capital gains, and FICA taxes.
- T-BUS 232 Sales Development** W Credit 3(3-0)
A study of retail, wholesale, and specialty selling. Emphasis placed upon the field of selling, background for selling, the selling process, building and managing the sales force.

T-BUS 235 Business Management**F Credit 3(3-0)**

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements.

T-BUS 239 Marketing**F Credit 3(3-0)**

A general survey of the field of marketing with a detailed study of its relationship to the American economy, the consumer, means and methods of marketing, functions and policies, institutions that begin the flow, the wholesaler's contribution, and institutions that complete the flow.

T-BUS 245 Retailing**W Credit 3(3-0)**

A study of the role of retailing in the economy, including development of present retail structure, functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Emphasis given to the promotional activities of personal selling and advertising required to effectively support retailing operations.

T-BUS 246 Transportation**t S Credit 3(3-0)**

A study of the development of modern forms of transportation with special emphasis on common carriers, such as railroads, motor carriers, inland shipping, and pipelines. Examination of problems encountered when transporting products or commodities from manufacturers to wholesalers and retailers. Analysis of basic rate-making techniques and of government regulatory agencies.

T-BUS 269 Auditing**S Credit 3(3-0)**

Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit; and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: T-BUS 213.

T-BUS 271 Office Management**S Credit 3(3-0)**

Presents the fundamental principles of office management. Emphasis on the role of office management, including its functions, office automation, planning, controlling, organizing and actuating office problems.

T-BUS 272 Principles of Supervision**W Credit 3(3-0)**

Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Stress on methods of supervision.

CHEMISTRY**T-CHM 101 Chemistry****F, W Credit 5(4-2)**

Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions and emulsions. In addition, study of carbohydrates; electrochemistry electrolytes, and electrolysis in their application of chemistry to industry. Prerequisites: T-MAT 111 or T-MAT 112.

COOPERATIVE OCCUPATIONAL EDUCATION

T-COE 101 Cooperative Occupational Education F,W,S, Credit 5(0-15)

Provides the student with an opportunity to gain, under staff supervision, practical occupational experience as an integral part of his formal education. This course offers valuable experience and training which is incorporated into the student's education through on-the-job training and supervision. Periodic conferences with the student, instructor, and employer will be conducted to coordinate learning activities. The work experience is planned to give realism and motivation to a pursuit of vocational and technical on-campus courses. Prerequisite: A minimum of two quarters of vocational or technical training and permission of the student's department head.

T-COE 102 Cooperative Occupational Education F,W,S, Credit 5(0-15)

A continuation of T-COE 101. Emphasis will be placed on staff supervision and coordination to insure that the student is receiving on-the-job training that relates to his on-campus program of study. Prerequisites: T-COE 101 and permission of the student's department head.

T-COE 103 Cooperative Occupational Education F,W,S Credit 5(0-15)

A continuation of T-COE 102. Emphasis will be placed on continued development of skills. Staff supervision and coordination will be available to insure that the student practices development of those skills outlined and programmed by his department staff. Prerequisites: T-COE 102 and permission of the student's department head.



DATA PROCESSING

T-EDP 104 Introduction to Data Processing Systems

S Credit 3(3-0)

Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of business data processing.

DRAFTING AND DESIGN

T-DFT 101 Engineering Drawing I

F Credit 3(1-5)

Introduction to the field of engineering drawing as the student begins the study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing, including sectioning.

T-DFT 102 Engineering Drawing II

W Credit 3(1-5)

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolutions, shop processes, tolerancing, and threads, fasteners, and springs are included. Introduction to detail and assembly drawing, with dimensioning practices for them approved by the United States of America Standards Institute. Prerequisite: T-DFT 101.

T-DFT 103 Engineering Drawing III

S Credit 3(1-5)

Applications and construction of charts, graphs, and nomographs in engineering and technical data. Axonometric and oblique projections, perspective, and intersection and developments of various types of geometrical objects. Also covers basic mechanisms of motion transfer, gears and cams, with drawings to emphasize methods of specifying, calculating, dimensions, and delineating. Prerequisite: T-DFT 102.

T-DFT 201 Mechanical, Electrical and Architectural Drawing

W Credit 3(1-5)

An introduction to architectural drafting and design. Principles of individual room design, preliminary layout, working drawings and floor and plot plans. To include study of roofs, elevations and sections, stairways, fireplaces and chimneys, and of mechanical elements such as building construction, structural calculations and of electrical, plumbing, and heating plans. Prerequisite: T-DFT 103.

T-DFT 204 Descriptive Geometry

F Credit 4(2-4)

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Stress on practical design problems with analytical verification where applicable. Stress on visualization on every problem. Prerequisites: T-DFT 102, T-MAT 102.

T-DFT 211 Mechanisms

S Credit 4(3-2)

Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities, and accelerations of points within a link mechanism; layout methods for designing cams, belts, pulleys, gears, and gear trains. Prerequisites: T-DFT 201, T-DFT 204, T-MAT 103, T-MEC 106.

ECONOMICS

T-ECO 102 Economics F,W Credit 3(3-0)

The fundamental principles of economics including the institutions and practices by which people gain a livelihood and a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

T-ECO 104 Economics W,S Credit 3(3-0)

Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102.

ELECTRICITY

T-ELC 101 Fundamentals of Electricity I F Credit 6(4-4)

Elementary principles of electricity including basic electric units, Ohms Law, Kirchoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks.

T-ELC 102 Fundamentals of Electricity II W Credit 6(4-4)

Series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power supply and analysis, introduction to non-linear resistive control devices, and introduction to electro-mechanical devices. Prerequisite: T-ELC 101.

T-ELC 215 Electrical Machines W Credit 6(5-3)

Principles of direct-current generators and motors, types and characteristics; alternating-current generators, transformers, three-phase motors, synchronous motors and single-phase motors. Prerequisites: T-MAT 102, T-PHY 102, T-ELC 102.



T-ELC 225 Electrical Controls and Circuits W Credit 4(3-3)

An introduction to control systems for acceleration, speed, and braking. Alternating current contactors and relays, drum controllers, wye-delta starters, overload and overvoltage protection and sensing devices. Typical control systems; motor control, field control, controls for air conditioning, refrigeration and heating. Prerequisites: T-MAT 103, T-PHY 102, T-ELC 215.

T-ELC 230 Electrical Power Systems S Credit 5(4-3)

A familiarization with power plants, switch gear and circuit breakers, plant distribution, transmission lines and lighting protection. Prerequisite: T-ELC 225.

T-ELC 235 Planning Electrical Installation S Credit 5(3-4)

A familiarization with the National Electrical Code; the power requirements and typical design of industrial and commercial installations. Design and calculation of illumination and electric heating systems. Prerequisite: T-ELC 225.

ELECTRONICS

T-ELN 105 Fundamentals of Electronics S Credit 7(5-4)

A study in depth of the electrical characteristics of vacuum tubes and transistors. Basic parameters and applications of each type device to the three configurations of a three-terminal, two-port system will be included. Prerequisite: T-ELC 102.

T-ELN 201 Electronic Instruments and Measurements F Credit 3(1-4)

A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratory instruments will be studied. Laboratory experience will provide application of each type instrument studied. Prerequisite: T-ELC 102.

T-ELN 208 Industrial Electronics F Credit 6(5-3)

Electronics as applied to a production system; rectification; electronically controlled rectifiers, servomechanisms, motors; magnetic amplifiers; ultra-sonic cleaning; and variable strobe light. Prerequisite: T-ELN 105.

ENGLISH

T-ENG 101 Grammar F, W Credit 3(3-0)

Designed to aid the student in the improvement of self-expression in grammar. Functional approach with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

T-ENG 102 Composition W, S Credit 3(3-0)

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis on the sentence, the paragraph, and the whole composition. Prerequisite: T-ENG 101.

T-ENG 103 Report Writing S, SS Credit 3(3-0)

Utilization of the fundamentals of English as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using appropriate writing techniques and graphic devices. Practical application in the preparation of a full-length report which relates to his chosen curriculum. Prerequisite: T-ENG 102.

T-ENG 204 Oral Communication F, W Credit 3(3-0)

A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis on the speaker's attitude and the improvement of diction and voice. Practice in the application of particular techniques of theory to correct speaking habits. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.

T-ENG 206 Business Communication**W Credit 3(3-0)**

Develops skills and techniques in writing business communications. Emphasis on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry. Prerequisite: T-ENG 102.

JOURNALISM**T-JOU 101 Introduction to Journalism****F Credit 4(3-3)**

Broad based discussion of the American press, its history, nature and function in contemporary society, along with an introduction to the field of mass communication and the mass media. Career opportunities in journalism and communication are studied, and a detailed introduction to reporting and newswriting is provided as a major unit, utilizing about half of the classroom hours during the quarter. Laboratory time during the introductory quarter is devoted to study of many different types of newspapers, but practice in writing short news stories making use of standard story formulas and well-written models from current publications receives the major emphasis. Prerequisite: None.



T-JOU 102 Reporting and Newswriting W Credit 4(3-3)

Major emphasis in this course is given to developing understanding and mastery of the range of reporting skills and to writing news stories. Sources of news, including interviewing, speeches, organizations, official boards, and public documents and records, will be treated in detail. Study of writing skills is limited to the area of straight newswriting based on these sources and reporting techniques. Laboratory time is devoted to practical assignments designed to develop these skills. Prerequisite: T-JOU 101.

T-JOU 103 Reporting and Newswriting S Credit 4(3-3)

Both general and assignment reporting are studied in depth, and emphasis is given to the development of information sources. Study of newswriting is broadened to include longer news stories, features, and specialized types of writing such as sports, society, and agricultural news. Laboratory time is given over to practice in these areas. Prerequisite: T-JOU 102.

T-JOU 201 Supervised Work Experience SS Credit 10(0-30)

Supervised work experience on a full-time basis, the student is under the direct supervision of a staff member of the paper on which he is employed and the periodic supervision of the journalism instructor. The student's assignments should reflect the kinds of things done in the day-to-day routine at the paper, and his work must be of publishable quality. A program of assignment rotation should expose the student to the total range of jobs and activities necessary for newspaper production in the editorial department. Prerequisite: T-JOU 103.

T-JOU 202 Journalism Seminar SS Credit 2(2-0)

Organized group discussion of selected problems encountered by the reporting interns during their program of on-the-job training. Concerned with real problems of beginning workers, the seminar will be held under the direction of the journalism instructor or newspaper editor. A seminar paper, in which each student explores and studies a problem or aspect of special interest to the individual, is also required. When available, speakers from the press community will be asked to participate in the seminar series. Prerequisite: T-JOU 103.

T-JOU 203 Editing Copy F Credit 4(3-3)

Major considerations of this term include news selection, editing copy using the appropriate procedures and symbols, re-writing local copy, copy reading, and headlining. The headlining unit calls for introduction of the subject of typography, type faces, and families and sizes of type. Writing and reporting skills development and use continue to be emphasized, and laboratory periods are designed to give practical application of these skills. Prerequisite: T-JOU 103.

T-JOU 204 News Photography W Credit 3(2-3)

Designed to familiarize journalism students with the principles of photojournalism, this course emphasizes use of the camera in making shots suitable for publication, visual balance and photo composition, picture selection and layout for effective print presentation, and the principle that pictures and art work must illustrate the story and not the reverse. While some darkroom methodology will be included, the major attention is devoted to the principles of photojournalism. Laboratory experiences emphasize individual practice with picture-making and layout. Prerequisite: T-JOU 101.

T-JOU 205 Public Affairs, Investigative, and Interpretative Reporting S Credit 4(3-3)

This quarter's work includes intensive study and practice in the area of public affairs, investigative, and interpretative reporting. A unit on editorial writing and fair comment is also offered. Prerequisite: T-JOU 202.

MATHEMATICS**T-MAT 101 Algebra and Trigonometry I** F Credit 5(5-0)

The following topics are included: introduction to algebra, linear equations, systems of linear equations, slide rule, right triangle trigonometry, and vectors. It is the objective of this sequence of courses to develop in the student the ability

to use the topics listed as "tools" in his major area of study. Therefore, applications are stressed.

T-MAT 102 Algebra and Trigonometry II W Credit 5(5-0)

A continuation of T-MAT 101. Topics: Exponents and radicals, quadratic equations, logarithms, oblique triangles trigonometry, and analytic geometry. Applications are stressed. Prerequisite: T-MAT 101.

T-MAT 103 Differential Calculus S Credit 5(5-0)

Derivatives of algebraic, trigonometric, exponential and logarithmic functions are studied. Applications are stressed. Prerequisite: T-MAT 102.

T-MAT 110 Business Mathematics F, W Credit 5(5-0)

Stress on the fundamental operations and their application to business problems. Topics covered include: payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

M-MAT 111 Agriculture Calculations F Credit 5(5-0)

Topics studied are: formulas, logarithms, right triangle trigonometry, graph problems, calculation of areas and volumes, construction and interpretation of graphs and logarithms. All topics studied are applied to solving problems related to agriculture.

T-MAT 112 Police Mathematics Percentages W Credit 5(5-0)

Topics studied are: formulas, logarithms, right triangle trigonometry, graphing and statistics.

T-MAT 201 Integral Calculus F Credit 5(5-0)

An extensive review of T-MAT 101, T-MAT 102 and T-MAT 103 is included in this course. Other topics included are: integration of basic functions, methods of integration and application of the integral to problem solving. Prerequisite: T-MAT 103.

MECHANICAL TECHNOLOGY

T-MEC 101 Machine Processes I F Credit 3(1-5)

An introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes of our modern industry. Includes a study of measuring instruments and characteristics of metals and cutting tools. Familiarization with the lathe family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.

T-MEC 102 Machine Processes II W Credit 3(1-5)

Advanced operations on lathe, drilling, boring, and reaming machines. Milling machine theory and practice. Thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed. Prerequisite: T-MEC 101.

T-MEC 106 Statics S Credit 5(5-0)

Concepts and principles of statics. Concurrent and nonconcurrent force systems in coplanar and noncoplanar situations, and static and kinetic friction. Concepts of centroids, centers of gravity, and moments of inertia. Prerequisites: T-MAT 102, T-PHY 102. Corequisite: T-MAT 103.

T-MEC 205 Strength of Materials I F Credit 4(3-2)

Study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads. Analysis of these stresses made as applied to riveted and welded joints, beams, and machine components. Prerequisites: T-MAT 103, T-MEC 106.

T-MEC 206 Strength of Materials II W Credit 4(3-2)

Study of principles and analysis of stresses which occur within machine and structure elements subject to various types of loads continued. Analysis of these stresses made as applied to the design of beams, columns, shafts, shaft couplings, and keys. Combined stresses are also covered. Prerequisite: T-MEC 205.

T-MEC 208 Machine Design I**W Credit 5(5-0)**

The analysis and design of machine elements based on the strength of materials and the effect of loading and stress concentration. The design of shafts, screw fastenings, keys, and couplings is stressed. Prerequisites: T-MEC 205, T-MEC 210. Prerequisites or corequisites: T-MEC 206, T-MEC 211.

T-MEC 209 Machine Design II**S Credit 5(5-0)**

Emphasis on the design of machines and/or their sub-assemblies. Includes the stress analysis and design of physical dimensions for belts, chains, power screws, springs, and for spur, helical, bevel and worm gears. Prerequisite: T-MEC 208.

T-MEC 210 Physical Metallurgy I**F Credit 4(3-3)**

Introductory course in metallurgy, a basic study of the properties of metals and alloys. Analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, and alloy systems. Prerequisite: T-PHY 101.

T-MEC 211 Physical Metallurgy II**W Credit 4(3-3)**

Properties of metals and alloys, the reactions of metals, diffusion, carburizing, metal bonding and homogenization; recrystallization and grain growth, age hardening, nitriding, internal oxidation; heat treatment of steel; laboratory experiments and demonstrations. Prerequisite: T-MEC 210.

T-MEC 235 Fluid Mechanics**S Credit 4(3-3)**

The basic theories of hydraulic and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and circuit components, i.e., motors, controls, electrohydraulic servomechanisms, etc. Prerequisite: T-PHY 102.

NURSING**TNSG 101 Nursing I (Foundations)****F Credit 7(5-6)**

The first and subsequent course in Foundations of Nursing are designed to provide the broad basis upon which the clinical nursing courses can build and expand. The primary focus is on learning the fundamental concepts and principles applicable to the practice of nursing in all patient-care situations. The course is taught in relation to basic human needs and behavioral problems which arise when needs are not met and when multidisciplinary health team services are indicated. Following an introduction to problem solving as the basic method of approach to nursing care, the course is organized around meeting the patient's psychosocial and physiological needs. Independent and dependent nursing approaches are explored in student involved discussions with focus on maintaining the patient's individuality and autonomy. Skills of observation, communication, manipulation, and teaching are stressed. Prerequisite: None.

T-NSG 102 Nursing II (Foundations)**W Credit 7(5-6)**

The second course in Foundations of Nursing continues the focus on man's basic needs and the problem-solving approach to nursing care. The last of the physiological needs to be considered are the therapeutic needs related to the diagnosis, treatment, and relief of patient problems. The basic concepts in the care of patients in varying life spans are given. The student is then introduced to changes in physiological and psychosocial function related to common patient-care situations. Prerequisite: T-NSG 101.

T-NSG 103 Maternal and Newborn Health**S Credit 7(5-6)**

This course is designed to help the student develop workable knowledge and appreciation of the nurse's role in influencing the health of mothers, newborns, and families. The prime focus will be normal aspects of pregnancy, labor, the puerperium, and the newborn. However, common complications occurring during the reproductive cycle and in the newborn will be included. Each student will participate in the care of patients during the antepartal, intrapartal, and postpartal phases of the cycle; in family planning conferences; and in the care of the newborn. Prerequisites: T-NSG 101 and T-NSG 102.

T-NSG 104 Nursing IV (Mental & Physical Health Problems) SS Credit 10(5-15)

Content of this course begins a spiral study of major health problems. Concepts related to the scope, prevention, diagnosis, treatment, and control of pathological conditions will serve as a basis for nursing intervention. Clinical experiences in care of the mildly, moderately, and chronically ill individual will prepare the student to progress to the care of the individual with complex, acute illness. Prerequisite: T-NSG 103.

T-NSG 201 Nursing V (Mental & Physical Health Problems) F Credit 9(5-12)

A continuation of T-NSG 104 with progression to complex health problems. Skill in meeting the nursing needs of all age groups will be developed. Prerequisite: T-NSG 104. Three 4 hr. clinical labs/week.

T-NSG 202 Nursing VI (Mental & Physical Health Problems) W Credit 9(5-12)

A continuation of T-NSG 201 with progression to acute health problems. Increasing emphasis is placed upon unhealthy coping mechanisms. Guided experiences in care of psychotic patients will be planned and implemented at the Veterans Administration Hospital in Salisbury. Three 4 hr. clinical labs per week. Prerequisite: T-NSG 201.

T-NSG 203 Nursing VII (Mental & Physical Health Problems) S Credit 12(6-18)

Content in this course focuses upon developing knowledge and skills essential in the care of the acutely ill patient. The team concept of providing care will be strengthened.

Each student will have experience in intensive nursing situations and in providing care for a small group of patients. Three 6 hr. clinical labs per week. Prerequisite: T-NSG 202.

T-NSG 204 Nursing VIII (Trends and Issues) S Credit 3(3-0)

A seminar approach will be used to explain the growth, development, and projected course of nursing as an occupation.

The student will learn: administrative patterns of nursing service; the functions, limitations and legal responsibilities of various personnel in nursing; importance of involvement in professional organizations; and opportunities for employment. Corequisite: T-NSG 203.

PHYSICS

T-PHY 101 Physics: Properties of Matter F Credit 4(3-2)

A fundamental course covering several basic principles of physics. Divisions include: solids and their characteristics, liquids at rest and in motion, and gas laws and applications. Laboratory experiments and specialized problems dealing with these topics.

T-BHP 102 Physics: Work, Energy, Power W Credit 4(3-2)

Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, centers of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisites: T-MAT 101, T-PHY 101.

T-PHY 103 Physics: Electricity S Credit 4(3-2)

Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Election theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of the course. Prerequisites: T-MAT 102, T-PHY 101f

T-PHY 201 Physics: Light and Sound S Credit 4(3-2)

A study of sound and wave motion and its technical applications to industry and related fields. Light and illumination. Principles of optical instruments. Practical aspects are emphasized. Prerequisites: T-MAT 103, T-PHY 102.

T-PSC 101 Introduction to Law Enforcement

S Credit 4(3-2)

This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in law enforcement, the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

T-PSC 102 Introduction to Criminology

W Credit 5(5-0)

A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment and correctional administration will be discussed.

T-PSC 105 Law Enforcement Procedures

F. W. S. SS Credit 3(3-0)

A course designed to present a basic concept of acceptable law enforcement procedures to be followed in general situations. The course includes use and practice with sophisticated police equipment.



T-PSC 110 Police Role in Crime and Delinquency S Credit 5(5-0)

A study primarily concerned with the scientific effort to understand crime and to understand man in relation to the crime phenomena. It deals with those definitions and formulations of crimes and criminals upon which a system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume their functions as criminal acts.

PSC 114 Introduction to North Carolina Law F, W, S, SS Credit 3(3-0)

A study of chapter 14 of the N. C. Statutes to include an in depth concentration of the search and seizure laws of the state.

T-PSC 115 Criminal Law F Credit 5(5-0)

A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field.

T-PSC 120 Techniques for the Investigator F, W, S, SS Credit 3(3-0)

An introduction to the proper methods of investigating particular crimes. Students are familiarized with the North Carolina Statutes concerning these crimes. Students will participate in mock crime scenes as part of the class.

T-PSC 201 Traffic Planning and Management F Credit 5(5-0)

A study which covers the history of the traffic enforcement problem and gives an overview of the problem as it exists today. Attention will be given to the three "E's" and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials.

T-PSC 205 Criminal Evidence W Credit 5(5-0)

Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: PSC 115.

T-PSC 208 Crime Scene Investigation F, W, S Credit 3(3-0)

This course is designed to familiarize the student with the importance of identifying types of evidence at a crime scene; to teach him to properly mark the evidence, and how to establish a legal chain of evidence; and to instruct the student in the various ways of preserving and packaging evidence for shipment to a crime lab.

T-PSC 210 Criminal Investigation W Credit 5(5-0)

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation case preparation and court presentation. Prerequisite: Admission to the program and permission of the instructor.

T-PSC 211 Introduction to Criminalistics S Credit 5(4-3)

An introduction to the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding the handling and evaluating of physical evidence. All students participate in a crime scene and investigation of all evidence pertaining to the crime. Prerequisite: Admission to the program, permission of the instructor, satisfactory completion of PSC 210.

T-PSC 218 Police Supervision F, W, S Credit 3(3-0)

A course designed for the first line supervisor in law enforcement. The course will discuss the role of the supervisor in the law enforcement organization as well as problems in the supervision of law enforcement personnel.

T-PSC 220 Police Organization and Administration S Credit 5(5-0)

Introduction to principles of organization and administration, discussion of the service functions: e.g.; personnel management, police management training, communications, records, property maintenance and miscellaneous services.

T-PSC 225 Criminal Procedures S Credit 5(5-0)

This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.

SOCIAL SCIENCE

T-PSY 112 Personality Development

S Credit 3(3-0)

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis on grooming and methods of personality development.

T-PSY 206 Applied Psychology

Credit 3(3-0)

A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated: employee selection, supervision, job satisfaction, and industrial conflicts. Attention given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

T-SOC 102 Principles of Sociology

Credit 5(5-0)

An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior.



EXCELLENCE IN EDUCATION



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COLLEGE TRANSFER



COLLEGE TRANSFER PROGRAM

DESCRIPTION OF THE PROGRAM

In the first two years of college, students secure a general education in areas of humanities, social studies, science and mathematics; in addition, they begin specialized work in their own particular fields of interest. It is the aim of Davidson County Community College to provide quality instruction in these areas for transfer credit to senior institutions.

By enrolling in this program, the student may choose a course of study equivalent to the first two years of the four-year college or university. Students should be able to transfer to a senior institution with junior status after completing two years of credit work (96 quarter hours with an average grade of "C" or better).

By a comprehensive program of professional counseling and guidance, Davidson County Community College seeks to guide the student and promotes a series of counselor-student conferences to help plan acceptable programs for transfer to the senior college or university.

DEPARTMENTS

The College Transfer Program consists of the following six departments: Business, English, Foreign Languages, Mathematics, Science and Social Sciences.

GENERAL INFORMATION

The student should consult the General Information Section for general school policies on page 9.

ADMISSIONS

See General Admission Requirements and Procedures on page 13.

JUNIOR COLLEGE CURRICULA

Associate in Arts Degree (A.A.)

Pre-Liberal Arts

Pre-Business

Associate in Science Degree (A.S.)

Pre-Agriculture, Forestry and Life Science

Pre-Engineering

Pre-Mathematics

Pre-Medical

Pre-Science

Pre-Textile

GENERAL EDUCATION REQUIREMENTS

These requirements consisting of courses in communication arts, social science, humanities, mathematics and natural sciences are designed to give a broad acquaintance with the many components of human knowledge and to provide an understanding of our cultural and social heritage. As far as possible, these courses are selected to be in accord with the first two years, or general education requirements at baccalaureate degree granting institutions.

1. Associate in Arts Degree

	Qtr. Hrs.
a. Communication Arts	
English 101-102-103, Grammar and Composition	9
b. Social Science	
History 101-102-103, History of Western Civilization	9
c. Humanities (from Art, Literature, Religion, Philosophy or Music)	9-10
d. Mathematics	9-10
e. Natural Science	
One sequence course from Biology, Chemistry, Physical Science or Physics)	12-15 9-18*
f. Foreign Language	
Total	57-71

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*Foreign Language is required through the intermediate level for the A.A. degree. Students with less than two years of a language in high school and those who are beginning a new second language may enroll in elementary courses for credit. Students who have completed two years of a language should enroll in the intermediate courses.

2. Associate in Science Degree

	Qtr. Hrs.
a. Communication Arts	
English 101-102-103, Grammar and Composition	9
b. Social Science	
History 101-102-103, History of Western Civilization	9
c. Humanities (from Art, Literature, Religion, Philosophy or Music)	5-9**
d. Mathematics	
Math 111, College Algebra; Math 112, Trigonometry; Math 199, Analytical Geometry and Calculus	15
e. Science	
Two sequence courses*** (from Biology Chemistry or Physics)	25-28
Total	63-70

**Pre-Agriculture and Pre-Textile students should take English 204-205 or 214-215.

Science students may use a foreign language to satisfy the humanities requirement, but they must take a full sequence 101-102-103 or 104-105-106. Science students should consult the language requirements of the Senior College to which they plan to transfer.

***Chemistry and Physics majors and Pre-Textile and Pre-Engineering students should take Chemistry 104-105-106 and Physics 201-202-203. Biology majors and Pre-Medical and Pre-Agriculture students should take Biology 104-105-106 and Chemistry 104-105-106.

SUGGESTED PROGRAMS OF STUDY LEADING TO THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Along with the general education requirements, additional courses are suggested to give depth in the student's area of major interest. The following curricula outlines serve as guides for students planning to transfer to a four-year college or university. These are sample curricular patterns. They are not meant to be prescriptive for any particular student nor are they minimum requirements. However, they are selected to be in accord with the first two years' requirements which are usually specified by baccalaureate degree granting institutions and should be followed as closely as possible.

A student expecting to transfer to a senior college is advised to examine carefully the current catalog of the particular college he expects to enter and to follow as closely as possible its particular recommendations for programs of study. Counselors and faculty members are prepared to advise students, but the final responsibility for course selection is left to the student.

1. Associate in Arts

	Qtr. Hrs.
A. Pre-Liberal Arts*	
1. General Education Requirements (See pp. 111)	57-71
2. Social Science Electives (from History, Political Science, Sociology, Psychology or Economics)	10
3. Electives	29-15
Total	96

***Art Majors** should plan to take Art 111-112-113 the first year, and Art 101 in either the Winter or Spring Quarter of the first year. It is suggested that they delay science until the second year.

B. Pre-Business

1. General Education Requirements (See pp. 111)	57-71
2. Economics 205-206	10
3. Business 211-212-213	12
4. Electives	17-3
Total	96

2. Associate in Science

	Qtr. Hrs.
A. Pre-Agriculture, Life Science and Forestry	
1. General Education Requirements (See pp. 111)	63-67
2. Physics 201-202-203	15
3. Mathematics 200-201-202	15
4. Electives	3-0
Total	96-97

B. Pre-Engineering*

1. General Education Requirements (See pp. 111)	66-70
2. Engineering Drawing 101-102	6
3. Mathematics 200-201-202	15
4. Electives	10-5
Total	97-96

*Pre-Chemical Engineering students should take Organic Chemistry 201-202-203.

C. Pre-Mathematics

1. General Education Requirements (See pp. 111)	63-70
2. Mathematics 200-201-202	15
3. Electives	18-11
Total	96

D. Pre-Medical

1. General Education Requirements (See pp. 111)	63-70
2. Mathematics 200	5
3. Foreign Language	9-18
4. Electives	19-3
Total	96

E. Pre-Science

a. Chemistry Majors

1. General Education Requirements (See pp. 111)	66-70
2. Organic Chemistry 201-202-203	12
3. Mathematics 200-201-202	15
4. Electives	3-0

Total 96-97

b. Biology Majors

1. General Education Requirements (See pp. 111)	63-67
2. Science	
Biology 201, 206 or 215; Chemistry 201-202-203;	10-10
Physics 104-105-106 or 201-202-203	12-15
3. Recommended electives:	
Biology 216, Chemistry 201-202-203	117-17

Total 102-109

c. Physics Majors

1. General Education Requirements (See pp. 111)	66-70
2. Mathematics 200-201-202	15
3. Electives	15-11

Total 96

F. Pre-Textile

1. General Education Requirements (See pp. 111)	66-70
2. Chemistry 201-202-203	12
3. Economics 205	5
4. Mathematics 200-201-202	15

Total 98-102

Students interested in continuing in Allied Medical programs in general should take 18 to 24 quarter hours in the sciences (biology, chemistry, physics).

Following are some typical entrance requirements:

Field	Requirements in Quarter Hours				Total
	Biology	Chemistry	Physics	Math	
Cytotechnology	18				
or	12	4			90
Medical Record Administration	Major in Liberal Arts Field				135
Medical Technology	24	24	Recomm.	3	135
*Physician's Assistant	Recomm.	Recomm.	Recomm.	Recomm.	90

*Courses in Sociology and Psychology also recommended.

In some areas, i.e., Inhalation Therapy and Radiologic Technology, where a high school diploma is the minimum requirement, college courses in the sciences and math are an advantage.

COURSE DESCRIPTION

The courses listed below constitute the content of the Junior College Program. Freshman-level courses are numbered 100 through 199 and sophomore courses from 200 through 299. Courses should be pursued in normal sequence, with prerequisite courses taken as indicated. Courses listed in the form 101-102-103 must normally be taken in sequence.

One quarter hour of credit is earned for a class meeting one hour each week for the duration of the quarter. For laboratory courses, with the exception of science and modern foreign languages, one credit hour will equal two hours of laboratory time. For science courses one credit hour is given for each laboratory period.

Provided for each course is the following information: subject, number, title, number of hours credit, and, in parentheses, the number of lecture hours and the number of laboratory hours each week. The sequence of courses is indicated by symbols: "F" for Fall Quarter; "W" for Winter Quarter; "S" for Spring Quarter; "SS" for Summer School.

ART

ART 101 Introduction to Art

F, W, S 5 Qtr. Hrs. Credit (5-0)

An introduction to the visual arts with emphasis on understanding and personal enjoyment of selected works of art.

ART 111-112-113 Drawing and Composition

F, W, S 3 Qtr. Hrs. Credit Each (0-6)

Fundamentals of Drawing and Composition in black and white and in color in a variety of media.

ART 201-202 History of Art

W, S 5 Qtr. Hrs. Credit Each (5-0)

Survey of the development of Western art from prehistoric times to the present. 201—Art through the 18th Century; 202—19th and 20th Centuries. Prerequisite: Art 101.

ART 204-205-206 Painting

F, W 3 Qtr. Hrs. Credit Each (0-6)

Development of creative ability and technical skill in painting. 204—oil; 205—polymer; 206—water color.

ART 211-212-213 Design

F, W, S 3 Qtr. Hrs. Credit Each (0-6)

Elements and principles of design in black and white and in color.



BIOLOGY

BIO 104 General Biology

F, W, S 4 Qtr. Hrs. Credit (3-3)

Introduces the student to the molecular and cellular basis of biology. Designed to acquaint the student with the major principles of ecology, genetics and evolution. Offers the student a brief introduction to human ecology and the evolution of man.

BIO 105 General Biology

W, SS 4 Qtr. Hrs. Credit (3-3)

Surveys the principal groups of plants from the standpoint of their structures, classification, evolution and economic importance. Major emphasis is placed on the tissues, organs, physiology, and reproduction of seed plants. Prerequisite: BIO 104.

BIO 106 General Biology

S, SS 4 Qtr. Hrs. Credit (3-3)

Introduction to the animal kingdom including animal tissues, behavior, and major phyla of animals including the systems, diseases, and reproduction of man. Prerequisite: BIO 104.

BIO 201 General Zoology

S 5 Qtr. Hrs. Credit (4-3)

Survey of the animal kingdom including cells, tissues, and systems of animals on the morphology, physiology, ecology, and embryology of selected representatives from each phylum. Prerequisite: BIO 104.

BIO 206 Human Anatomy and Physiology

W 5 Qtr. Hrs. Credit (4-3)

Basic study of the structure and function of the human body from cells to systems. Emphasis on the names, locations, and functions of major organs and tissues of each system. Prerequisite: BIO 104.

BIO 290 Independent Study

1-4 Qtr. Hrs. Credit

Program of directed individual study in biology as arranged through the instructor. Offered on request and only with approval of the instructor.

BIO 216 Field Botany

5 Qtr. Hrs. Credit (4-3)

An introduction to field botany. The course is a survey of vascular plants emphasizing terminology, structure, relationships, and field identification. Each student is required to collect, identify, and mount a specified number of plants. Prerequisites: BIO 104 and 105. Offered as needed.

BUSINESS

BUS 101 Typewriting

F, SS 3 Qtr. Hrs. Credit (2-3)

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

BUS 102 Typewriting

W, SS 3 Qtr. Hrs. Credit (2-3)

Emphasis on the development of speed and accuracy with further mastery of correct typewriting techniques. Application of these skills and techniques in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 101 or the equivalent.

BUS 103 Typewriting

S 3 Qtr. Hrs. Credit (2-3)

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Production units in tabulation, manuscript, correspondence, and business forms. Prerequisite: BUS 102 or the equivalent.

BUS 104 Shorthand

F 3 Qtr. Hrs. Credit (3-0)

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

BUS 105 Shorthand

W 4 Qtr. Hrs. Credit (3-2)

Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 104 or equivalent and BUS 101 or equivalent.

BUS 106 Shorthand

S 4 Qtr. Hrs. Credit (3-2)

Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 105.

BUS 201 Business Law

W 3 Qtr. Hrs. Credit (3-0)

An introduction to business law acquainting the student with social forces, classes and sources of law, agencies for enforcement, and court procedure. Areas also covered are contracts, agency and employment, and negotiable instruments.

BUS 202 Business Law

S 3 Qtr. Hrs. Credit (3-0)

Includes the study of laws pertaining to personal property and bailments, sales of goods, insurance, government regulation of business, regulation of labor, civil and criminal liability, and business security. Prerequisite: BUS 201.

BUSS 211-212-213 Principles of Accounting

4 Qtr. Hrs. Credit Each (4-1)

Records of single proprietorships, partnerships, and corporations; year-end adjustments; work sheets; and preparation of financial statements.

BUS -- F, W, S; BUS 212 W, S, SS; BUS 213 S, SS

CHEMISTRY

F-W-S 4 Qtr. Hrs. Each Fall and Winter Qtr. (3-3)

CHM 104-105-106 General Chemistry

5 Qtr. Hrs. Spring Qtr. (3-6)

Basic principles of chemistry; structure and properties of matter; periodic classification of elements; ionic equilibria and solubility product as applied in qualitative analysis. Third quarter laboratory will emphasize inorganic analytical chemistry, both qualitative and quantitative. Prerequisite: high school chemistry or permission of instructor. Corequisite: Math 111.

CHM 201-202-203 Organic Chemistry

F-W-S 4 Qtr. Hrs. Credit Each (3-3)

General principles of organic chemistry as related to aliphatic, alicyclic, aromatic and heterocyclic compounds. Laboratory practice in synthesis and class reactions of organic compounds. Prerequisite: CHM 106.

CHM 290 Independent Study

1-4 Qtr. Hrs. Credit

Program of directed individual study in chemistry as arranged through the instructor. Offered on request and only with approval of the instructor.

DRAMA**DRA 101-102-103 Drama**

F-W-S 2 Qtr. Hrs. Credit Each (2-1)

Introduction to the theatre, emphasizing history of drama, play analysis, modern theatre techniques, interpretative dramatics; coordination of interpretative dramatics with special emphasis on scenes, one act plays, and readings; a production suitable for audience presentation, emphasizing all aspects of theatre arts. No prerequisites.

DRA 104 Drama

1 Qtr. Hr. Credit

One hour of credit may be earned in any quarter in which a performance is given by students who participate either in acting or staging. This is particularly designed for second year students who have already completed one or more quarters of drama.

ECONOMICS**ECO 205 Economic Principles I**

F, S, SS 5 Qtr. Hrs. Credit (5-0)

Introduction to the science of economics and the basic concepts upon which it is founded. Emphasis on macro-economic analysis (using some mathematical analysis) and the economic aspects of our society, such as national income accounting, money and banking, employment theory, and monetary and fiscal policy. Other topics of study will be an examination of economic systems and underdeveloped countries. Prerequisite: Math 103 or Math 111.

ECO 206 Economic Principles II

W, SS 5 Qtr. Hrs. Credit (5-0)

Emphasis is to be placed on micro-economic analysis with mathematical examination of supply and demand relations and of production theory and a study of the concepts underlying theory of the firm and its related models. Further study in economic problems of agriculture, labor, and welfare; examination of defense economics, international trade; introduction to decision theory. Prerequisite: ECO 205.

ENGINEERING**EGR 101 Engineering Drawing I**

F 3 Qtr. Hrs. Credit (1-5)

Introduction to the field of engineering drawing as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, and orthographic instrument drawing, including sectioning.

EGR 102 Engineering Drawing II

W 3 Qtr. Hrs. Credit (1-5)

The application of orthographic projection principles to the more complex drafting problems. Primary and secondary auxiliaries, simple and successive revolutions, shop processes, tolerancing, and threads, fasteners, and springs are included. Introduction to detail and assembly drawings, with dimensioning practices for them approved by the United States of America Standards Institute. Prerequisite: T-EGR 101.

ENGLISH**ENG 091 Grammar and Composition**

F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

A course for the improvement of written communications with emphasis on the fundamentals of grammar and sentence structure, leading to paragraph construction. This course is designed to prepare students who are deficient in language skills for college English; to be followed by English 092. Prerequisite: placement by counselor.

ENG 092 Grammar and Composition

F, W, S, SS, 0 Qtr. Hrs. Credit (5-0)

A course in the review of the fundamentals of grammar and composition with emphasis on paragraph construction; to prepare students in one quarter of study for college credit courses in English. Upon recommendation by the instructor, a student may take an examination for credit in English 101. Prerequisite: ENG 091 or placement by counselor.

ENG 101-102-103 Composition & Literature

F, W, S, SS 3 Qtr. Hrs. Credit Each (3-0)

101: Intensive study and practice in effective expository writing, emphasizing principles of grammar, punctuation and organization; 102: Further study in composition, emphasizing the writing of research paper, along with an analytical study of fiction; 103: Continuation of the practice in composition, emphasizing interpretation and evaluation of poetry and drama. This sequence is required of all students. Prerequisite: acceptable score on placement test or satisfactory completion of Eng. 092.

ENG 104 Grammar & Composition

F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

The study and practice of basic elements in expository writing, focusing on themes and the research paper and including the mechanics of grammar, sentence structure, organization, logic, documentation, etc. This course is designed for students able to complete Freshman English in two quarters through intensive study.

ENG 105 Literature & Composition

F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

The study of literature in the light of its aesthetic principles and genres, with focus on poetry, fiction, and drama; critical and analytical themes are written on the various aspects of selected literary works. Prerequisite: ENG 104 or one semester of English Composition.

ENG 111 Public Speaking

W, S, SS 5 Qtr. Hrs. Credit (5-0)

A study of basic concepts and principles of oral communication. Practice in particular techniques of speaking situations. Emphasis upon self-expression in conversation and formal speeches, organization of materials, word usage, and effective listening.

ENG 204-205 English Literature F, W, S, SS 5 Qtr. Hrs. Credit Each (5-0)

Chronological development of English literature with emphasis upon the most significant and influential writers from Chaucer to Pope, then from Wordsworth to Eliot. A study of the various genres to establish methods of analysis for interpretation, understanding, and appreciation. Prerequisite for ENG 204: ENG. 203. Prerequisite for ENG 205; ENG 204 or permission of the instructor.

ENG 214-215 American Literature W, S, SS 5 Qtr. Hrs. Credit Each (5-0)

The study of American literature, its contribution to the development of and its relationship to historical events from the time of the Puritans to the Civil War, and from the period following the Civil War to the present time. Emphasis upon influential and outstanding American writers and their interpretation of the American scene. Prerequisite for ENG 214: ENG 103; Prerequisite for ENG 215: ENG 214 or permission of the instructor.



FRENCH

FRE 101-102-103 Elementary French F-W-S 3 Qtr. Hrs. Credit Each (3-1)
A basic course. Essentials of French grammar, vocabulary, and idioms with emphasis on oral practice and aural comprehension. Reading of simple prose. Elementary composition.

FRE 104-105-106 Intermediate French F-W-S- 3 Qtr. Hrs. Credit Each (3-1)
Thorough review of grammar, composition, and comprehension skills. Conversational approach to contemporary French civilization. Reading from selected texts. Prerequisite: French 101-102-103 or satisfactory score on proficiency test.

FRE 204-205 Advanced French W-S 5 Qtr. Hrs. Credit Each (5-0)
A study of French culture as seen through representative literary works. Intensive practice in composition and oral communication. Prerequisite: French 104-105-106 or satisfactory placement.

GEOGRAPHY

GEO 201 Introduction to Geography F, S, SS 5 Qtr. Hrs. Credit (5-0)
An introduction to the field of Geography. Emphasis is placed on the methods and concepts used by the geographer and the application of these to the study of physical, cultural, political, and economic aspects of world regions. Prerequisites: none.

GERMAN

GER 101-102-103 Elementary German F-W-S 3 Qtr. Hrs. Credit (3-1)
Essentials of German grammar, pronunciation, reading, conversation and vocabulary. Language laboratory facilities are used.

GER 104-105-106 Intermediate German F-W-S 3 Qtr. Hrs. Credit (3-1)
Review of the grammar and composition with stress on oral, and auditive proficiency, with practice in written German. Readings from German culture and civilization. Prerequisites: 2 years of high school German or German 101-102-103.

HISTORY

HIS 101-102-103 History of Western Civilization 3 Qtr. Hrs. Credit Each (3-0)
An introduction to the political, economic, social, and cultural history of Western Civilization from its Near Eastern origins to the present. (This course is required of all students.)

HIS 101 F, W, SS; HIS 102 W, S, SS; HIS 103, S SS

HIS 207 United States History to 1865 F, S 5 Qtr. Hrs. Credit (5-0)
A broad survey of the political, economic, social, and cultural history of the United States from its European and colonial origins to the end of the Civil War.

HIS 208 United States History Since 1865 W, SS 5 Qtr. Hrs. Credit (5-0)
A broad survey of the political, economic, social, and cultural history of the United States since 1865.

HIS 210 The World in the Twentieth Century S, S 5 Qtr. Hrs. Credit (5-0)
A history of the major political, economic, social, and cultural developments of the western and non-western world in the twentieth century. Prerequisite: History 103 or permission of the instructor.

HIS 290 Readings in History F, W, SS 1 — 5 Qtr. Hrs. Credit
Individual readings in selected historical topics and problems under the guidance of the history faculty. (Offered on request and only with the approval of the instructor).

MATHEMATICS

MAT 091 Developmental Mathematics F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

An audio-tutorial course for those students deficient in algebra or those who have not had a course in algebra. An introduction to algebra consisting of a study of sets; properties of whole numbers, integers and fractions; equations; exponents and mathematical laws basic to algebra.

MAT 092 Developmental Mathematics F, W, S, SS 0 Qtr. Hrs. Credit (5-0)

An audio-tutorial course consisting of a study of special products and factoring, solving and graphing algebraic equations, powers and roots, inequalities, and an introduction to relations and functions. Prerequisite: MAT 091 or placement by counselor or instructor.

MAT 101-102-103 Freshman Mathematics

F, W, S, SS 3 Qtr. Hrs. Credit Each (3-0)

A study of real numbers and their properties from a postulational point of view including such topics as set theory, logic, number theory, and the development of the fundamental laws of mathematics. Emphasis is placed on understanding rather than on computation. Designed for the liberal arts major rather than for engineering math and science majors. Prerequisites: Two years of high school algebra with grade of "C" or better.

MAT 111 College Algebra F, W, SS 5 Qtr. Hrs. Credit (5-0)

A basic course in algebra including sets, logic, the binomial theorem, theory of equations, matrices and determinants, permutations, combinations, probability, mathematical induction, partial fractions, and topics relating to analytic geometry. Prerequisite: Two years of high school algebra and one year geometry with grade of "C" or better.

MAT 112 Trigonometry F, W, S, SS 5 Qtr. Hrs. Credit (5-0)

A study of the solution of right and oblique triangles by use of the trigonometric functions, trigonometric equations, identities, functions of multiple angles, graphs, inverse functions, and hyperbolic functions. Prerequisite: Two years of high school algebra and one year of high school geometry with a grade of "C" or better.

MAT 199-200 Analytical Geometry and Calculus 5 Qtr. Hrs. Credit Each (5-0)

An integrated course in the fundamentals of analytical geometry and calculus including applications of derivatives, differentials, indefinite integrals, transcendental functions, polar coordinates, parametric equations, theory and applications of integration, infinite series, solid analytic geometry, partial derivatives, multiple integrals, and introduction to differential equations. Prerequisite: MAT 111 and MAT 112.

MAT 199 S, SS; MAT 200 F

MAT 201-202 Analytical Geometry and Calculus W, S 5 Qtr. Hrs. Credit Each

A continuation in the sequential series of analytical geometry and calculus. Prerequisite: MAT 200.

MUSIC

MUS 101-102-103 College Chorus F-W-S 1 Qtr. Hrs. Credit Each (0-2)

MUS 201-202-203 College Chorus F-W-S 1 Qtr. Hr. Credit Each (0-2)

MUS 111 Music Appreciation F-W-S 5 Qtr. Hrs. Credit (5-0)

An introduction to all phases of music and fundamentals which assist in the development of an understanding and appreciation for music and the art of listening to music.

PHILOSOPHY

PHI 201 Introduction to Philosophy F, S, 5 Qtr. Hrs. Credit (5-0)

A study of the fundamental problems of philosophy, emphasizing the importance of philosophical thinking for man's everyday experience; and examination of typical ideas and systems of ideas throughout history.

PHYSICAL EDUCATION

Physical Education Activity Courses 1 Qtr. Hr. Credit Each (0-2)

PED 110 Beginning Archery F, S

PED 112 Beginning Golf F, S

PED 114 Bowling W. (fee charged)

PED 116 Angling (Emphasis on fly and spin casting) S.

PED 118 Beginning Snow Skiing (fee charged) W.

PED 120 Volleyball F, S.

PED 130 Physical Conditioning F, S.

PED 132 Track and Field S.

PED 205 Health W, S, SS 5 Qtr. Hrs. Credit (5-0)

A beginning course in personal and community health with emphasis on the science of preserving and promoting human health. Major topics of study are mental health, basic anatomy, drugs and narcotics, alcohol, environmental problems, major diseases, and family life and sex education. (Open to freshmen).

PED 207 First Aid S 3 Qtr. Hrs. Credit (3-0)

A practical course dealing with the immediate and temporary aid given to a victim of an accident or sudden illness, until the services of a physician can be obtained. Opportunity for standard and advanced Red Cross certification.

PHYSICAL SCIENCE

PHS 101-102-103 Man's Physical Environment

F-W-S 4 Qtr. Hrs. Credit Each (3-3)

An integrated course in the physical sciences involving selected topics such as theory and practice of measurements; the expanding universe; gross structure of matter; kinetic molecular theory of matter; structure, properties and utilization of atoms; energy systems (types, transformations and utilization) the role of science in the development of civilization. To meet the general education requirement in science for the non-science major. Specifically recommended for students preparing for elementary teaching. Prerequisite: One year of high school algebra or successful completion of Developmental Mathematics Program.

PHYSICS

PHY 104-105-106 General Physics F-W-S 4 Qtr. Hrs. Credit Each (3-3)

Basic principles of physics including mechanics, heat, sound, electricity, magnetism, light and atomic physics. Corequisite: MAT 111-112-199. Students lacking high school trigonometry should take this math sequence in the order 112-111-199.

PHY 201-202-203 Intermediate Physics F-W-S 5 Qtr. Hrs. Credit Each (4-3)

An analytical and quantitative study of classical physics employing the calculus approach. Includes mechanics, energy transfer and transformations, radiation and optics, electricity, and magnetism. Prerequisite: PHY 106 (or instructor's approval) and MAT 199. Corequisite MAT 200.

PHY 290 Independent Study 1-4 Qtr. Hrs. Credit

Program of directed individual study in physics as arranged through the instructor. Offered on request and only with the approval of the instructor.

POLITICAL SCIENCE

POL 201 American National Government F 5 Qtr. Hrs. Credit (5-0)

A study of United States government at the national level, with emphasis upon the constitutional framework, federalism, political behavior, the powers and functions of the three branches, and civil liberties.

POL 202 State and Local Government W 5 Qtr. Hrs. Credit (5-0)

A study of the origin and development of state and local governments in the United States, with particular emphasis upon North Carolina.

POL 203 International Relations S 5 Qtr. Hrs. Credit (5-0)

A study of the society of nations, with emphasis upon the present international organization, national self-interest, and technological change as factors affecting systemic continuity and change.



PSYCHOLOGY

PSY 201 General Psychology

F, W 5 Qtr. Hrs. Credit (5-0)

The basic course in psychology, and a prerequisite for all other courses in psychology. The student is briefly introduced to the different areas and specializations within psychology, such as motivation, emotional behavior, perception, learning and thinking, personality, psychological testing, mental health and psychotherapy, experimental procedures, and psychological theory. Film and demonstrations are utilized to clarify basic principles and data.

PSY 202 Child Psychology

W, S 5 Qtr. Hrs. Credit (5-0)

The development of the child in a modern democratic culture; the constant interplay between maturation and acculturation as they affect the growing child. Surveys the development processes from the prenatal stage to age twelve. Age norms for orientation and interpretive purposes. Main emphasis: guidance of each individual child so that he may become a well integrated personality. Prerequisite: PSY 201.

PSY 203 Adolescent Psychology

S 5 Qtr. Hrs. Credit (5-0)

The developmental processes and behavioral problems of the teen-age individual in his adjustments; the physical, social, and personality changes inherent in growing up. Prerequisite: PSY 201.

RELIGION

REL 201 Old Testament

F, S 5 Qtr. Hrs. Credit (5-0)

A general survey of the Old Testament, tracing the theological and literary development of Israel as a community. The course relies upon the primary texts of the Old Testament, and is enhanced by insights from historical studies, archaeology, literary analysis, and Biblical theology. (Not open to freshmen).

REL 202 New Testament

W, SS 5 Qtr. Hrs. Credit (5-0)

A general survey of the New Testament, including the Hellenistic background, the life and teachings of Jesus, the growth and faith of the Church, and the letters of Paul. (Not open to freshmen).

SOCIOLOGY

SOC 201 Principles of Sociology

F 5 Qtr. Hrs. Credit (5-10)

A basic course designed to acquaint the student with fundamental concepts and general principles of sociology with emphasis on the scientific study of human groups and their influence on human behavior. This course purports to provide a realistic understanding of man in his group relationships. Due consideration is given to sociological background and the chief principles which underlie and condition modern society. Topics include: social institutions, population study, human ecology and community study, culture, human nature, and personality, social interaction and stratification, and social problems.

SOC 202 Social Problems

W 5 Qtr. Hrs. Credit (5-0)

A study devoted to the dynamics of change in society and subsequent problems, identification of major social problems, and the consequent disorganizing effects of these problems on such areas of social life as ecology, inter-group reactions, and institutional and interpersonal reactions. Prerequisite: SOC 201.

SOC 203 Marriage and the Family

S 5 Qtr. Hrs. Credit (5-0)

A study of the social, psychological, and cultural aspects of the institution of marriage and family relations. Consideration of the family from its historical development and its adaptation to a changing culture.

SPANISH

SPA 101-102-103 Elementary Spanish F, W, S, SS 3 Qtr. Hrs. Credit Each (3-1)

A basic course. Essentials of Spanish grammar, vocabulary, and idioms with emphasis on oral practice and aural comprehension. Reading of simple prose. Elementary composition.

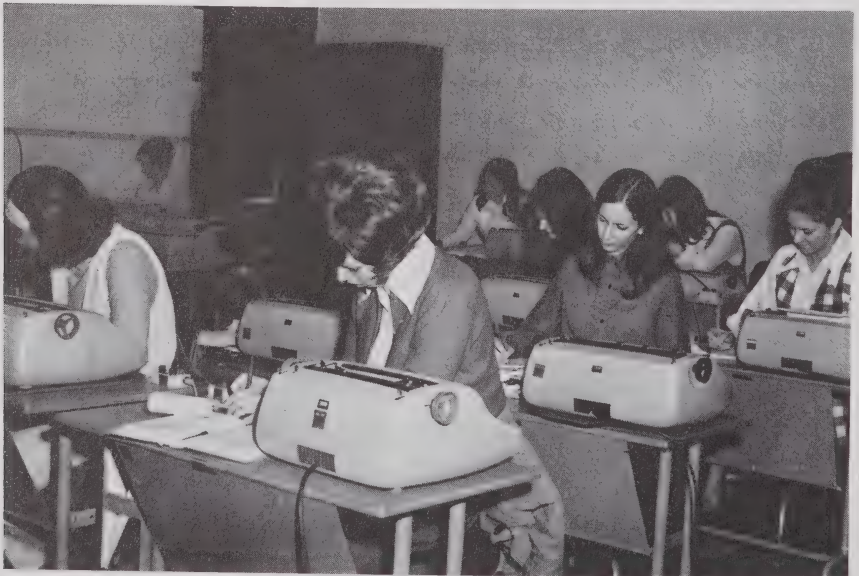
SPA 104-105-106 Intermediate Spanish F, W, S 3 Qtr. Hrs. Credit Each (3-1)

Thorough review of grammar, composition, and comprehension skills. Conversational approach to contemporary Spanish civilization. Reading from selected texts. Prerequisite: Spanish 101-102-103 or satisfactory score on proficiency test.

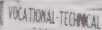
SPA 204-205 Advanced Spanish

W, S 5 Qtr. Hrs. Credit Each (5-0)

A study of Spanish culture as seen through representative literary works. Intensive practice in composition and oral communication. Prerequisite: Spanish 104-105-106 or satisfactory placement.



YOUR WHEEL OF FORTUNE



CONTINUING EDUCATION PROGRAMS

GENERAL INFORMATION

The college seeks to serve the needs of the adult community by providing numerous programs of continuing education. An adult, as used here, refers to one who is eighteen years of age or older or one whose high school class has graduated.

Development of adult programs is on a continuing basis and is solely based on the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interest of citizens in the area served by the college.

CLASS LOCATIONS

While most of the classes are held on the campus, some adult classes are conducted in surrounding communities or within a particular business or industry. Some of the community locations are:

Lexington	Thomasville
Mocksville	Denton
Cooleemee	Petersville

An effort will be made to make courses easily accessible. Classes in the above locations, as well as other geographical areas, can begin whenever a sufficient number of citizens indicate an interest in having a class brought to a particular location.

Courses are held within a business or industry when requested.

ATTENDANCE

Classes customarily meet once or twice weekly on weekday evenings for two to three hours in length. Adults are expected to maintain regular class attendance. Seventy-five percent attendance is required in those courses offering certificates.

FEES AND SUPPLIES

A nominal registration fee is charged for certain adult education classes, which is due and payable at the beginning of the course. Books and supplies are usually available through the College bookstore for classes requiring such materials.

DESCRIPTION OF CONTINUING EDUCATION PROGRAMS

Among other broad areas, programs of continuing education include vocational retraining, job upgrading, cultural and personal enrichment courses. Ordinarily, a course may be offered when a minimum of twelve to fifteen persons express an interest in a particular subject and provided the college can secure a competent instructor.

Numerous non-credit courses, workshops, special study groups in human relations, life problems, and social action are available according to interest and demand, as are programs in art, the arts and crafts, drama and music frequently held on the campus.

Teacher certificate renewal programs as well as educational services to industry are also a vital part of the continuing education division of the college.

SERVICES TO BUSINESS AND INDUSTRY

Through the extension division, the college offers numerous services to the business industrial community. Industrial courses, seminars, or workshops are provided as a means of upgrading the skills and competencies of employees, including supervisory and management personnel.

Representatives of business and industry are encouraged to make inquiries about the availability of these programs held on campus or to request special programs in conjunction with in-plant training.

Programs of this type are considered an investment in one's future as they will pay rich dividends to those individuals and organizations that take advantage of them.

The real unique factor here is the fact that these programs can be tailored to meet existing industry or individual needs and can be held on the campus or on the premises of an individual business or industry.

SUPERVISORY DEVELOPMENT TRAINING

The college offers an ambitious series of Supervisory Development courses. These courses are recommended for persons employed in business and industry as a means of accelerating personal qualities of leadership and developing supervisory competencies. Each course is designed to offer practical applications to current needs of business and industry as it enhances one's total growth and development on the job.

At this time, these courses carry no college credit; however, a certificate will be awarded those who satisfactorily complete the course and maintain a minimum of 75 percent attendance.

The list below represents a partial list of programs currently available to business and industrial personnel:

Pre-Supervisory Development Training
Principles of Supervision
Job Relations
Science of Human Relations
Art of Motivating People
Economics in Business and Industry
Effective Communications
Effective Writing
Effective Speaking
Speed Reading
Work Measurement
Job Methods
Conference Leadership
Instructor Training
Creative Thinking
Industrial Safety and Accident Prevention
Industrial First Aid
The Supervisor in North Carolina
Job Analysis Training
Management Primer
Cost Accounting for the Supervisor
Supervision in Hospitals
Labor Laws
Employee Evaluation and Interviewing
Job Instruction Training

SUPERVISORY FILMS

A limited number of supervisory training films are available through the college's Learning Resource Center to supplement in-plant training programs. These should be reserved in advance to insure use at the desired time.

SEMINARS AND WORKSHOPS

Special seminar-type programs are offered periodically in an effort to create a highly concentrated emphasis on a particular subject or need of business and industry. Suggestions from the business and industrial community are encouraged in planning these programs. Some of the recent offerings include:

Labor Relations	Job Relations
Conference Leadership	Becoming a Professional Supervisor
Sales Development	Industrial Safety and Accident Prevention
Shoplifting Control	Alcohol and Drug Control in Industry
Elimination of Worthless Checks	Industry's Fight Against Pollution
	Combating the Bomb Threat in Industry

PRE-SUPERVISORY TRAINING

It should be noted that Pre-Supervisory Training is an important phase of this program and is designed to prepare employees who are being considered for supervisory positions as a means of giving business and industry a pool of qualified employees from which to select supervisory personnel.

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VOCATIONAL EXTENSION

Extension classes of in-service vocational training are offered both on the campus and in the local industrial plants. These vary in scope and content, and are designed to enhance employee skills on the job. Since skilled craftsmen are more and more in demand in our technical world, particular emphasis is placed on actual shop training, as well as instruction in related subjects. Some of the classes available are:

Blueprint Reading	Electrical Apprenticeship
Drafting	Brick Masonry
Shop Mathematics	Furniture Refinishing
Machine Shop Operator	Appliance Repair
Welding	Radio and Television Servicing
Small Engine Repair	Electrical Wiring
Power Sewing	Firemanship Training
Machine Shop Theory and Practice	

LAW ENFORCEMENT TRAINING

Each year the College is host to the Piedmont Law Enforcement Academy, which meets for four weeks of concentrated training. Several programs are available through the academy. The College, in cooperation with the Piedmont Law Enforcement Academy, makes this training possible.

Some of the current offerings in upgrading law enforcement personnel include:

Advance Techniques for Handling Explosives

Riot Control

Police Firearms

Introduction to Law Enforcement

Criminal Investigation

Supervision for Law Enforcement





COSMETOLOGY

Davidson County Community College offers a complete course in Cosmetology on both a day and night basis. This course is offered in cooperation with three area cosmetology schools: All American Beauty Academy in Thomasville, Chair City School of Beauty Culture in Thomasville, and Lexington Beauty College in Lexington.

All classes are conducted at the **cosmetology school** of the student's choice. Students may register and pay fees at the first class meeting. Registration and payment of fees are made at the **cosmetology school** and not at the Community College.

Tuition is based on the number of hours for which a student registers. A student will pay at the rate of ten (10¢) per hour of instruction. The number of hours and the tuition cost per quarter may vary because of the number of teaching days within a specific quarter. Also, each school may follow a different schedule for both the day and night program.

The full training period for the cosmetology course consists of 1200 hours of instruction. This number of hours must be completed prior to a student's sitting for the North Carolina State Board of Cosmetic Arts examination and subsequent certification. The 1200 hours of instruction would cost a student \$120.

Inquiries should be made at the cosmetology school of the student's choice.

FIRE SERVICE TRAINING

A growing Piedmont area of North Carolina requires expansion of fire fighting units and an up-grading of fire service personnel. The need for better trained personnel in latest techniques is met through training provided by the Extension program of the College.

The Fire Service Training program is taken directly to the individual firemen. Training sessions are held in the local fire departments, allowing the men to be trained as an organized group utilizing equipment they would ordinarily use in controlling fire.

Fire Service classes include:

Forcible Entry	Fire Apparatus Practices
Rope Practices	Ventilation
Portable Fire Extinguishers	Rescue Practices
Ladder Practices	Protective Breathing Equipment
Salvage and Overhaul Practices	Firefighting Procedures
Fire Stream Practices	

APPRENTICESHIP TRAINING

Many men learn a trade by working on the job, acquiring skills by using the tools of the trade. The College offers opportunities for these men to acquire related instruction in the classroom at night. Several of the trade programs in which related instruction is available are:

Electrical Apprentice	Knitter Fixing Apprentice
Carpentry Apprentice	Plumbing Apprentice
Masonry Apprentice	Refrigeration Service Apprentice
Sheet-metal Apprentice	Radio and TV Apprentice
Machinist Apprentice	Painting and Decorating Apprentice
Tool and Die Making Apprentice	

SEMINARS AND CONFERENCES

The College is host to a number of local and state groups that conduct seminars and conferences. The centrally located campus is ideal for one-day or week-long conferences. Lodging facilities and restaurants are located nearby for the out-of-town conferee. Special rates are available and can be arranged by the Director of Adult Education.

Groups or agencies are invited to contact the Director of Adult Education to arrange such meetings.

CULTURAL DEVELOPMENT AND GENERAL INTEREST COURSES

The Cultural Development Program enables the adult to learn a skill in an area of his interests. The cultural development courses offered are not college credit courses but in most instances have the character of college instruction. In addition to those suggested below, the adult may enroll in any of the college courses on a non-credit basis. All classes offered by the College are open to the adults of the community through the Adult Education and Extension Department.

A few of the Adult Education General Interest classes offered each quarter are listed below. Other classes are formed as interest and inquiry indicate.

Cake Decorating	Stocks, Bonds, Investments for Women	Shop Theory and Practice
Ceramics	Woodworking for the hobbyist	Milling Machine
Decoupage	Home Fixture and Appliance Repair for Women	Lathe (engine)
Oil Painting	Air Conditioning, Commercial	Grinder (surface)
Bridge	Air Conditioning, Domestic Charm	Bench Work
Domestic Sewing	Artificial Resuscitation	How to Use a Slide Rule
Draperies	Getting Better Snapshots and Slides	Principles of Supervision
Knitting	National Electrical Code	Advance Time & Motion Studies
Western Style Sq. Dancing	Cost Acct. & Elec. Estimating	Basic Quality Control Technique
Women's Phy. Cond.	Control Wiring	Human Relation & Motivation
Repair Air Cooled Engines	Practical Elec. Wiring and Installation	Human Relations in Business & Industry
Auto Body Repair	Plaque Art	Understanding Basic Economics
Carburetors	Country Painting	Industrial Psychology
Blue Print Reading	Flower Arranging	Principles of Industrial Safety
Brick Masonry	Christmas Preparations	Effective Communications
Drafting	Medical Aspects of Human Sexuality	Basic Insurance
Income Tax for Laymen	Auto Mech. for Women	Business Communications
Nurse's Assistant	Gun Handling for Women	Billing & Specifications
Radio TV-Servicing	Machinist Training	Knife Grinding
Welding	Machine Shop Math	Labor Laws for Supervisors
Horse Shoeing	Blue Print Reading	Various New-Industry Training Programs as Requested
Oil Burner Service		
Beginning Interior Decorating		

Classes offered each quarter will vary according to seasonal nature and demand. Before any class can definitely be scheduled, there must be an indication through applications that a sufficient number of adults will be enrolled.

Prepared listings of proposed classes are available each quarter and may be obtained by contacting the Continuing Education Division.

PUBLIC SCHOOL TEACHER CERTIFICATE RENEWAL

Various courses are offered each year designed primarily to renew teachers' certificates. The majority are two-hour workshops. Occasionally courses will be offered by senior colleges which may be used for graduate credit or renewal.

Three regularly scheduled workshops are:

Aerospace Science
Marine Biology
Elementary Astrology

ADULT BASIC EDUCATION

Adult Basic Education is a program designed with but one major purpose — to assist adults who wish to improve their skills in oral and written communication, arithmetic, basic science, and social studies. Classes meet two nights weekly in the local communities where there is a sufficient number of interested adults.

There is no registration fee required, and materials are provided by the Adult Division of the College. All materials have been especially prepared for adults, with emphasis on individual needs and interests.

GROUP I

The basic fundamentals of reading, writing, and arithmetic are stressed in Group I. The course is designed to bring adults to a functional level whereby individual study is possible. Some basic science and social studies are introduced at this level.

GROUP II

Group II is a continuation of the first level, with more individual study and a greater scope of subject matter, including science and social studies. With the completion of Group II, the adult should be equipped to go into the Adult High School program.

Organized Adult Basic Education classes meet at the following locations:

Sheltered Workshop, Lexington
Lexington
Mocksville
Thomasville
Cooleemee
Denton

Projected areas for Adult Basic Education classes are:

Midway
Welcome
Arcadia

ADULT HIGH SCHOOL DIPLOMA PROGRAM

The Adult High School Diploma program is an individualized, unpaced educational opportunity designed for those adults who have not completed their regular high school requirements and who prefer the diploma rather than the high school equivalency, (GED). Any adult, sixteen years old or older, whose high school class has graduated may enroll in this program and is expected to furnish a transcript of his previous high school work. Anyone between the ages of sixteen and eighteen years of age must have permission from the local school superintendent before he may be enrolled.

Standardized tests are used to determine functional level upon entry in the program. These test scores, plus previous high school credit, determine requirements which the student must meet to qualify for the Adult High School Diploma. Upon completion of the course of study required of the student, post-test scores must meet the achievement level set by the State Board of Education.

An adult may enroll in the high school diploma program in the Learning Laboratory on the College campus or in one of two adult centers in Lexington or Thomasville. There is no cost for this program in the Learning Laboratory; however, a small fee is charged each student enrolling in one of the aforementioned centers. The materials used in the Learning Laboratory are programmed; work texts are used primarily in the adult center high school classes. The extension classes meet two nights weekly at the Lexington Senior High School in Lexington and the Main Street Junior High School in Thomasville.

HIGH SCHOOL EQUIVALENCY

Another program for the adult who has not completed high school is the High School Equivalency Program. Under the plan, individuals may take a series of tests called the General Educational Development Tests (GED). Those receiving an acceptable passing score of 225 points, with no single test score below 35, will be awarded a High School Equivalency Certificate. This certificate is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

The GED Program acts as a qualifying factor for purposes of college admissions, scholastic diagnosing, and employment. Persons 19 years of age or older are eligible to take the tests and apply for the certificate. The tests of the GED program are designed to measure

a person's knowledge and skill in 5 areas: literature, mathematics, natural science, English and social studies. The certificate is awarded by the N. C. Department of Instruction.

The following requirements must be met before taking the GED tests:

1. Minimum age: 19
2. Residence: at least one year's **bonafide** residence in North Carolina.
3. File application on a special form, which is available in the office of the Superintendent of Schools.
4. Application must be endorsed and approved by the Superintendent of Schools.
5. Cost: A fee of \$3.00 for the testing.
6. Have a valid vocational, educational, or other purpose in applying.

The College, through the Learning Laboratory or Adult Basic Education classes, offers the individual the opportunity to prepare for the GED test.

PROGRAMMED LEARNING LABORATORY

The Learning Laboratory enables one to further his education for self improvement or for preparation to successfully complete the General Education Development Test. The laboratory is a new approach to education. The basic tools for this new curriculum are programmed texts and programmed machines. At any educational level, one can further his knowledge in any of the more than forty varied subjects.

A laboratory coordinator is available during the hours of 8:00 a.m. until 9:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. Friday to counsel with students and to administer placement tests. There are, however, no teachers in programmed instruction, nor are there regularly scheduled classes. Thus, the student can enroll and study in the laboratory at any time convenient to his daily work schedule. This laboratory approach to learning may be pursued by anyone over sixteen years of age; however, a person between the ages of sixteen and eighteen must secure permission from the local public school superintendent unless he has already graduated from high school.

Some of the subjects available in programmed instruction include such general areas as: English, social studies, mathematics, foreign languages, reading skills, business and consumer education, and science. The laboratory is located adjacent to the Learning Resource Center.

EXCELLENCE IN EDUCATION



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PERSONNEL OF THE COLLEGE

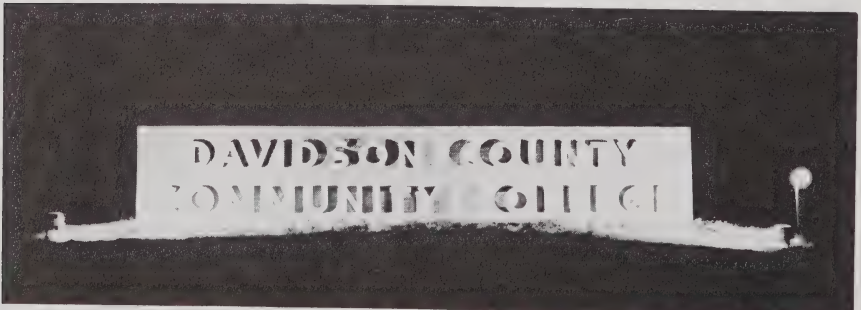


BOARD OF TRUSTEES

Member	Term Expires	Appointed by	Home
L. E. Andrews	1971	Lexington City School Board	Lexington
Mrs. Carl Brinkley, Secretary	1975	Governor	Welcome
E. Lawson Brown	1973	Davidson County Board of Education	Lexington
Thomas H. Burwell, Vice Chairman	1975	Thomasville City School Board	Thomasville
Aaron B. Crouse	1977	Governor	Denton
Cliff Erickson	1973	Governor	Lexington
Mrs. Doak Finch	1971	Commissioners	Thomasville
Felix O. Gee, Chairman	1973	Commissioners	Lexington
L. M. Grimes, Jr., Treasurer	1975	Commissioners	Lexington
Robert C. Huss	1977	Commissioners	Thomasville
B. E. Mendenhall, Jr.	1977	Davidson County Board of Education	Winston-Salem
Russell F. VanLandingham	1971	Governor	Thomasville

BOARD OF DIRECTORS COLLEGE FOUNDATION, INC.

William C. Daniel, Vice-Chairman.....	Mocksville
H. Lindsay Dorsett, Secretary.....	Winston-Salem
George L. Hundley.....	Thomasville
Thomas C. Ix, Chairman.....	Lexington
Mrs. Isobel Young Martin.....	Lexington
J. Robert Philpott.....	Lexington
Dr. E. H. Reich.....	Winston-Salem
Edward C. Smith, Jr.....	Lexington
J. G. Thomason.....	Thomasville



ADMINISTRATION

Love, Grady E.	President
Ballard, Lacy H.	Associate Dean, General Adult Education
Freeman, Leonard A.	Associate Dean, Vocational-Technical Education
Gilliam, J. Lane	Evening Director and Instructor of Mathematics
Hill, Edward G.	Assistant to the President — Director of Public Relations
Hughes, Nancy	Director of Special Programs
Inabinett, William E.	Dean of Instruction
Koontz, Vera Gail	Director of Learning Resources Center
Lang, William E.	Director, Adult Basic Education
Lanning, Donald L.	Director of Extension
Manning, Bobby G.	Business Manager
Mills, Norman S.	Registrar & Director of Admissions
Roach, Jr., H. Herman	Dean of Student Affairs
Sink, Woodford G.	Associate Dean, Academic Education

ADMINISTRATIVE PERSONNEL

Billings, Elizabeth P.	Receptionist
Bumgardner, Peggy E.	Secretary to Associate Dean, Vocational- Technical Education
Coe, Ken	Maintenance
Coe, Peggy	Maintenance
Cranford, Audrey S.	Assistant Registrar
Dickerson, Garfield	Maintenance
Hairston, Squire	Maintenance
Hampton, Shelby C.	Secretary to the President
Hedrick, Sarah	Receptionist and Office Assistant
Hiatt, Cathy	Library Secretary
Hoover, Lola H.	Secretary to Dean of Instruction
Kirk, Ernest Eugene	Maintenance Supervisor
Koontz, Charles Anna	Secretary, Law Enforcement
Miller, Betty L.	Bookstore Manager
Myers, Debra D.	Office Assistant
Rogers, Nora	Maintenance
Sechrist, Judith B.	Secretary to Business Manager
Sink, Donna	Secretary to Registrar
Sowers, Judy M.	Secretary to Dean of Student Affairs
Wagner, Jo W.	Secretary to Associate Dean, General Adult Education
White, Virginia L.	Bookkeeper

FACULTY

- Adams, William H. (1969)** Chairman, Agricultural Technology
B.S., M.Ed. North Carolina State University;
Additional studies at North Carolina State University
- Aycock, Helen P. (1969)** English
A.B. Duke University; Graduate study at Duke University,
University of North Carolina at Greensboro
- Ballard, Lacy H. (1966)** Associate Dean, General Adult Education
B.S. North Carolina State University; M.Ed. University of
North Carolina at Greensboro
- Barrett, Ronald B. (1969)** Biology
B.A. Lander College, M.Ed. University of Florida;
Additional studies at University of Georgia
- Beaver, Ronald R. (1967)** Physical Education
A.B. Lenoir Rhyne College; M.A.T. University of
North Carolina at Chapel Hill
- Beck, Glenda M. (1969)** Mathematics
B.S. Appalachian State University
- Bevan, Alice E. (1966)** English
A.B. High Point College; M.Ed. University of North
Carolina at Greensboro; Additional studies at
University of North Carolina at Greensboro
- Bright, Jr., Samuel R. (1970)** Chairman, Social Science
B.A. Allegheny College; M.Ed. University of Florida;
M.A. and Ph.D. Duke University
- Burkhart, Dortha D. (1969)** English
B.A. University of North Carolina at Greensboro;
M.A. University of North Carolina at Chapel Hill;
Additional studies at University of North Carolina
at Greensboro
- Burnside, Johnny (1970)** Learning Laboratory
B.A. Western Carolina University; Graduate study
at Appalachian State University
- Campbell, Susie C. (1968)** Psychology
B.S., M.S. Radford College; Additional studies at
Radford College
- Carr, Wilbur E. (1969)** History-Sociology
A.B. University of North Carolina at Wilmington;
M.A. Appalachian State University; Additional studies
at Appalachian State University
- Clodfelter, Jr., Harvey (1965)** Learning Laboratory
B.A. University of North Carolina at Chapel Hill;
M.Ed. University of North Carolina at Greensboro
- Cole, Robert E. (1967)** Physics-Mathematics
B.S., M.S. North Carolina State University;
Additional studies at University of Georgia
- Collie, Dorothy Joyce (1967)** Business
A.B. Meredith College; M.Ed. University of North Carolina
at Greensboro
- Derrick, Mildred Elizabeth (1970)** Chairman, Science Department
A.B. East Carolina University; M.S., Ph.D. Emory
University
- Everhart, R. Murphy (1966)** Auto Body Repair
DuPont Paint School
- Farthing, Jr., Donald (1966)** Chairman, Mathematics Department
A.B. King College; M.A.T. University of North Carolina at
Chapel Hill; Additional studies at University of South
Carolina, University of North Carolina at Greensboro,
University of North Carolina at Chapel Hill

- Freeman, Leonard A. (1967)** Associate Dean, Vocational-Technical Education
B.S., M.Ed. North Carolina State University
- Garitta, Anthony P. (1967)** English
B.S. Southern Connecticut State College; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro
- Gilliam, J. Lane (1968)** Evening Director and Mathematics
A.B. University of North Carolina at Chapel Hill;
M.M. University of South Carolina
- Greer, Bessie (1970)** Learning Laboratory
A.B. Catawba College; Graduate study at University of North Carolina at Chapel Hill, George Washington University
- Hartman, William B. (1967)** Electronics
Philco School; North Carolina State University
- Helvey, Jr., James (1968)** Chairman, English Department
A.A. Mars Hill College; B.A. William Jewel College;
B.D., Th.M. Southern Baptist Seminary; M.A. University of North Carolina at Greensboro
- Hendrix, Jr., Charles (1969)** Audio-Visual Specialist
B.A. University of North Carolina at Chapel Hill;
M.A. Appalachian State University
- Hill, Edward G. (1967)** Assistant to the President
B.S. North Carolina State University; M.Ed. University of North Carolina at Greensboro; Additional studies at the University of North Carolina at Greensboro
- Holbrooks, Elizabeth Ann (1969)** English
A.B. Greensboro College; M.A. Appalachian State University
- Hollar, Emery R. (1966)** Spanish
A.B. Lenoir Rhyne College; M.A. Appalachian State University;
Additional studies at Appalachian State University and in Mexico
- Hughes, Nancy (1970)** Director of Special Programs
B.S. Western Carolina University; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro
- Hussey, Thomas D. (1968)** Agriculture
B.S. North Carolina State University
- Inabinett, William E. (1967)** Dean of Instruction
B.S., M.A. East Carolina University; Ed.D. Duke University
- James, Charles H. (1966)** Biology
A.A. Campbell College; B.S., M.A.T. University of North Carolina at Chapel Hill; Additional studies at North Carolina State University
- Johnson, Donald E. (1969)** Electrical Technology
B.S. Tri-State College
- Koontz, Vera Gail (1968)** Director of Learning Resources Center
A.A. Mitchell College; B.A. Catawba College;
M.S.L.S. University of North Carolina at Chapel Hill;
Additional studies at University of North Carolina at Chapel Hill
- Lackey, Thomas (1969)** Mathematics-Physics
B.S. Appalachian State University
- Lang, William E. (1970)** Director, Adult Basic Education
A.B. High Point College; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro
- Lanning, Donald L. (1967)** Director of Extension
A.A. Oak Ridge Military Institute; B.A. Catawba College; M.Ed. University of North Carolina at Greensboro; Additional studies at University of North Carolina at Greensboro

- Latham, James E. (1963)** Machine Shop
North Carolina State University; Western Electric Tool
and Die School
- Lawrence, Camille T. (1966)** Art
B.S. East Tennessee State University; M.S. Indiana State
University; Additional studies at University of North
Carolina at Greensboro, Indiana State University
- Lea, Suzanne M. (1970)** Physics
B.A. Rice University; M.S. Ohio State University;
Ph.D. Duke University
- Love, Grady E. (1965)** President
B.S. Western Carolina University; M.A., Ph.D. University
of North Carolina at Chapel Hill
- Manning, Bobby G. (1965)** Business Manager
A.A. Louisburg College; B.S. High Point College;
M.Ed. University of North Carolina at Greensboro
- Mayerle, Fred (1963)** Drafting
University of Illinois; Illinois Institute of Technology;
North Carolina State University
- Merritt, James B. (1968)** Police Science
A.A. Diablo Valley College; B.A. San Francisco State
College; Graduate study at California State College at
Hayward, University of California at Berkley, University
of North Carolina at Greensboro
- Miller, Mary Lee (1963)** Power Sewing
North Carolina State University
- Mills, Norman S. (1968)** Registrar
A.A. Wingate College; B.A. Atlantic Christian College;
M.A. East Carolina University; Additional studies at
University of North Carolina at Greensboro
- Minkley, Judith C. (1969)** Guidance
B.A., M.A. Wake Forest University
- Mize, Elwood (1963)** Automotive Mechanics
North Carolina State University
- Nance, Karlyn (1970)** Nursing
B.S.N. University of North Carolina at Chapel Hill
- Oakley, J. Ronald (1966)** History
A.B., M.A. University of North Carolina at Chapel Hill;
Additional studies at University of North Carolina at
Chapel Hill
- O'Brien, Janet S. (1967)** Mechanical Technology
B.M.E., M.N.E. New York University
- Orren, Anne B. (1967)** Guidance
A. B. Duke University; M.Ed. University of North Carolina
at Greensboro
- Payne, Betsy V. (1970)** Nursing
B.S.N. University of North Carolina at Chapel Hill;
Additional studies at University of North Carolina at
Chapel Hill
- Poetzinger, John (1969)** Business
B.S., M.B.A. Kent State University
- Potts, Nancy C. (1965)** English
A.B. Catawba College; M.Ed. University of North Carolina
at Chapel Hill; Additional studies at University of North
Carolina at Greensboro
- Roach, Jr., H. Herman (1963)** Dean of Student Affairs
A.B. Duke University; M.S. North Carolina State University;
Additional studies at Duke University
- Rumple, J. C.** Area Consultant, Law Enforcement
Southeastern Business School; Institute of Applied
Science; F.B.I. National Academy

- Sechrist, Jacqueline M. (1966)** **Business**
B.S.S.A. University of North Carolina at Greensboro;
M.Ed. University of North Carolina at Greensboro
- Seuberling, Philip M. (1970)** **Police Science**
B.S. University of Nebraska; Graduate study at
University of North Carolina at Greensboro
- Sink, Woodford G. (1968)** **Associate Dean, Academic Education**
A.B. Catawba College; M.S., Ph.D. University of
North Carolina at Chapel Hill
- Stallings, E. Ray (1970)** **Guidance**
B.S. Atlantic Christian College; M.A. Appalachian State
University
- Steelman, David L. (1968)** **Business**
B.S., M.A. Appalachian State University
- Stutts, Clyde C. (1969)** **History**
A.B. High Point College; M.Ed. University of North Carolina
at Chapel Hill; Additional studies at University of North
Carolina at Greensboro
- Su, Chao Shan (Charles) (1970)** **Applied Mathematics**
B.S. National Taiwan University; M.S., Ph.D. North
Carolina State University
- Sutphin, Donald G. (1970)** **Drafting**
A.A.S. Davidson County Community College
- Sutphin, Susan C. (1969)** **Assistant Librarian**
B.A. Huntingdon College; M.L.S. University of
North Carolina at Chapel Hill
- Swiggett, P. Larry (1969)** **Mathematics**
A.B. High Point College; M.A.T. University of North
Carolina at Chapel Hill
- Walker, Thomas E. (1968)** **Chairman, Business Education Department**
B.S. High Point; M.Ed. University of North Carolina
at Greensboro
- White, Ronald D. (1969)** **Automotive Mechanics**
Davidson County Community College
- Whitfield, Ashley E. (1969)** **History**
B.A., M.A. Wake Forest University; Additional studies
at University of North Carolina at Greensboro
- Wike, Antoinette G. (1966)** **Chairman, Foreign Language Department**
A.B. Coker College; M.A. Middlebury College;
Additional studies at University of North Carolina
at Greensboro
- Woods, Ronald Neil (1970)** **Business**
A.B. Lenoir Rhyne College; M.A. Appalachian State University
- Yarborough, Juanita (1970)** **Chairman, Nursing Education**
B.S. Queens College (Charlotte); M.N. Emory University

The faculty of the College hold membership in the following learned societies and associations:

Alpha Epsilon
The American Association of Biology Teachers
The American Association of Higher Education
The American Association of Teachers of French
The American Association of Teachers of Spanish and Portuguese
The American Association of University Professors
The American Chemical Society
The American Historical Association
The American Institute of Design and Drafting
The American Library Association
The American Nuclear Society
The American Personnel Guidance Association
The American Psychological Association
The American Society for Engineering Education
The American Society for Mechanical Engineers
The American Society for Metals
The Associated Artists of N. C.
California Peace Officers Association
Delta Pi Epsilon
Department of Audio-Visual Instruction NEA
International Association for Identification, North Carolina Division
The International Association of Chiefs of Police
Modern Language Association
The National Association of Public School Adult Education
The National Business Education Association
The National Education Association
The National Faculty Association of Community and Junior Colleges
The National Society of Professional Engineers
The National Vocational Teachers Association
The N. C. Academy of Sciences
The N. C. Art Education Association
The N. C. Art Society
The N. C. Association of Collegiate Registrars and Directors of Admissions
The N. C. Auto-Diesel Instructors Association
The N. C. Community College Adult Educators Association
The N. C. Community College Library Association
The N. C. Coordinators Society of Programmed Instruction
The N. C. Association of Educators
North Carolina Law Enforcement Officers Association
The N. C. Law Enforcement Training Officers Association
The N. C. Library Association
The N. C. Mathematics Teachers Association
The N. C. Personnel Guidance Association
North Carolina Police Executives Association
The N. C. Psychological Association
North Carolina Sheriffs Association
The N. C. Students Service Personnel Association
The N. C. Teachers of Religion
The N. C. Vocational Teachers Association
Phi Delta Kappa
Pi Tau Sigma
Professional Engineers of North Carolina
The Society of Biblical Literature
The Society of the Sigma XI
The Soil Scientists of America
The South Atlantic Modern Language Association
The Southern Business Education Association
The Southern Conference of Academic Deans
The Southern Conference on Language Teaching
The Water Pollution Control Federation

